



EMPLOYMENT TRAINING FOR ADULTS
What's Your ETA?

REGISTRATION FORM

For office use only:
 If CDL:
 Assigned to Instructor: _____
 Instructor Name: _____
 Availability:
 Nights Weekends
 Days

For office use only:
 Added to Xenegrade
 Payment Processed
 Receipt Emailed to Student
 Added to Registration Spreadsheet
 Initials: _____

Date: _____

Full Name (please print) _____ Date of Birth _____

Mailing Address: _____

Email Address: _____ Male Female Prefer not to answer

Cell Phone: _____ Home phone (if applicable) _____

High School Diploma or High School Equivalency? Yes No In Process

Sponsoring Agency: (if applicable) _____

Course Name	Start Date	Tuition	Total Due

Checks should be made payable to WSWHE BOCES and returned with this completed form to the address below.

For office use only:
 Check #: _____ Date Received by Registration Office: _____ Date Deposited: _____ Initials: _____

MAIL-IN CHARGE FORM – PLEASE PRINT CLEARLY

Credit Card Used: MasterCard _____ VISA _____ Discover _____ AmEx _____

Card Number: _____

Expiration Date: _____ CVW (3 digits on back of card) _____

Cardholder Name: _____

Billing Address: _____ Same as above

Cardholder Signature: _____

For office use only:
 Received by: Mail Phone In Person

Send Completed form to: WSWHE BOCES
 ATTN: Melissa Briggs - ETA
 15 Henning Road
 Saratoga Springs NY 12866

Questions – Contact Melissa Briggs (518) 581-3716 or mbriggs@wswhiboces.org

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone: (518) 746-3310, email: tuparker@wswhiboces.org or rblack@wswhiboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov