



## Orientation Enrollment Guidelines:

1. All Orientation Enrollment Forms must be received by TECTA at TNTECH office at least **two** weeks before the first module. Enrolling early is **strongly** encouraged to ensure entry into the orientation you would like to attend.
2. All enrollment forms will be reviewed on an individual basis and acceptance into the enrollee's preferred orientation is under the discretion of the TECTA site.
3. On your Orientation Enrollment Form, please PRINT clearly and remember to mark which orientation class you are requesting to attend.
4. A current, personal email address is required, as much of our correspondence occurs via email. TECTA will be in contact with you by email; so be sure to check your email address regularly.
5. All incomplete applications will keep applicants from being enrolled in an Orientation. For enrollment, you must include **all** the requested information on the form.
6. All Orientation Enrollment Request forms are accepted based on the date of receipt. Educators who have never taken an Orientation will have priority. All other applicants will be placed on a waiting list and contacted if a space becomes available.
7. After the applicant's enrollment form is received **and** confirmed, Zoom and e-Learn students will receive all **required** Orientation Forms via email from the instructor. This information must be completed and returned to the TECTA office **before** the first module. In person students will receive all required Orientation Forms on the first-class meeting.
8. Depending on the Orientation requested, the applicant may also be instructed to complete an online readiness questionnaire.
9. **For optimal learning, it is HIGHLY recommended that applicants enroll in the orientation type that most specific to the age-group in which they serve.**
10. If you sign up for an Orientation and are unable to attend, please contact the TECTA office (931-372-6561) or [tecta@tntech.edu](mailto:tecta@tntech.edu) as soon as possible. This helps us **tremendously** with our planning.
11. All applicants may take only one orientation class at a time.
12. You may email or fax Orientation Forms for each participant to: (e) [tecta@tntech.edu](mailto:tecta@tntech.edu), or (f) 931-372-6562.
13. If you have questions or need help filling out or returning our forms, please contact the TECTA office @ 931.372-6561 or email [tecta@tntech.edu](mailto:tecta@tntech.edu).