



# E R A T E Newbie Training

Dec. 15-16, 2010

Day 1: 8:30 am-5:00 pm

Day 2: 8:00 -5:00 pm

### Location:

Kellogg Center Hotel and Conference Center, Lincoln Room  
Michigan State University  
55 South Harrison Avenue  
East Lansing, Michigan 48824

E-Rate "Newbie" training is intended for Michigan school and library personnel responsible for filing E-Rate with three years or less filing experience (those with more experience are welcome). The E-Rate "newbie" training is not open to E-Rate vendors or E-Rate consultants.

Training will cover the scope of the entire year to provide each attendee with a general understanding of the entire E-Rate process. It will cover pre and post funding commitment activities.

- Technology Plans
- Eligible Entities
- Eligible Purposes
- Eligible Services
- Eligible Locations
- Law/Rules/Guidance/Legal Certifications
- Form 470
- Procurement Issues
- Service Provider roles/Applicant roles
- RNL
- Form 471
- RAL
- PIA
- FCDL
- Form 486
- Service Delivery Deadlines and Extensions
- BEAR
- SPI
- Invoicing Deadlines
- Form 500
- SPIN changes
- Service Substitutions
- Appeals
- Document Retention
- Audits
- COMADs

**SB-CEUs:** SB-CEUs are pending approval. Fees to the Secure Central Registry will be paid by MIEM.

**Overnight accommodations:** The Kellogg Center Hotel has a number of overnight rooms available at the state rate of \$65 per night. In order to guarantee the rate, reservations must be made by 11/17/2010. Mention that you are attending the Michigan Department of Education's E-rate training when booking.

MIEM



MIEM is operated and owned by Michigan Association of School Administrators (MASA) and Michigan School Business Officials (MSBO)

## Payment Information

Registration fee: \$99

Check one of the following payment options:

My check enclosed payable to MIEM

Charge my:  Visa  MasterCard

Cardholder's Name: \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_

(as it appears on your credit card)

Cost includes materials, lunch, breaks, and wireless access.

A \$25 service fee will be retained for cancellations. Cancellations will not be accepted on or after the program date and no refunds will be issued within two weeks of the event. Substitutions may be allowed until the start time of the program without penalty, by emailing [danielle@gomiem.org](mailto:danielle@gomiem.org). Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

**Send registration to:**

**MIEM**

1001 Centennial Way, Suite 300

Lansing, MI 48917

Phone: 517.327.2589

Fax: 517.327.0771

**Questions:** E-mail [danielle@gomiem.org](mailto:danielle@gomiem.org).

## Registration Form

Register online: [www.gomiem.org](http://www.gomiem.org)

Full Name \_\_\_\_\_

Name for Badge \_\_\_\_\_

Position \_\_\_\_\_

Business/District \_\_\_\_\_

School Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email (required) \_\_\_\_\_

### Special Needs:

Vegetarian Meals  Handicap Provisions

Other \_\_\_\_\_

How many years have you filed for E-Rate funding? \_\_\_\_\_