

Teacher Employment Services Workshop Request Form

Please note that this request form should be submitted at least **four weeks** prior to the workshop date. Please e-mail this completed form to tes@ata.ab.ca. We will confirm receipt of your request within 48 hours.

For a complete list of workshops, please visit: [My ATA > Professional Development > Workshops and Presentations](#) or request the most current list from tes@ata.ab.ca.

Today's Date:			
School/Organization Booking Workshop:			
Contact Name:			
Address:			
City:		Postal Code:	
E-mail:		Phone Number:	
Workshop Date:		Start Time:	End Time:
Workshop Title:			
Workshop Location:			
Address:			
City:		Postal Code:	
Nature of Workshop (eg School District or PD Day):			
Number of Participants Expected:		Number of Participants Attended:	
Nature of Group:	Teachers	Administrators	Division I II III IV
Invoice To:			
Contact Name:			
Address:			
City:		Postal Code:	
E-mail:		Phone Number:	
Notes:			
SO Assigned:		Date Request Received:	
		Date Presentation Confirmed:	

Additional Information

You will receive a confirmation of your booking. An Association instructor will call to discuss your specific requirements. If you have not been contacted by the instructor two weeks prior to the workshop, please call the instructor identified in the confirmation, contact tes@ata.ab.ca or call at 780-447-9400 or toll free in Alberta 1-800-232-7208.

