



Transformative Leadership Academy **Purchase Order Registration Form**

2023-2024 Session Dates

Session #1: Virtual Opening Session

Thursday, August 31, 2023 | 6:00 – 8:00 p.m. – Virtual

Session #2: Navigating Cultural Differences

Thursday, September 21 | 6:00 - 8:30 p.m. – Friday, September 22, 2023 | 9:00 a.m. – 4:00 p.m.
The Artesian | Sulphur, OK

Session #3: Legal Issues & Government Relations in Education

Tuesday, October 24 | 6:00 - 8:30 p.m. – Wednesday, October 25, 2023 | 9:00 a.m. – 4:00 p.m.
TCC McKeon Center for Creativity | Tulsa, OK

Session #4: Leadership Excellence and Well-being

Thursday, January 25 | 6:00 - 8:30 p.m. – Friday, January 26, 2024 | 9:00 a.m. – 4:00 p.m.
University of Central Oklahoma | Edmond, OK

Session #5: Effective Conflict Engagement for Education Leaders

Thursday, February 29 | 6:00 - 8:30 p.m. – March 1, 2024 | 9:00 a.m. – 4:00 p.m.
Francis Tuttle Technology Center, Danforth Campus | Edmond, OK

Session #6: Professional Development, ELA Alumni Reunion, and Graduation

Thursday, March 28, 2024 | 6:00 - 8:30 p.m.
University of Central Oklahoma | Edmond, OK

Participant Responsibilities

Attendance is mandatory for the successful completion of the Transformative Leadership Academy. Absence from more than 10 educational hours (or the accumulation of partial sessions that equals 10 hours) will result in the participant being withdrawn from the program with no portion of the tuition refunded.

Transformative Leadership Academy Applicant Information

Please type



Title:	
First Name:	
Preferred Name:	
Last Name:	
Degree:	
Job Title/Position:	
Department:	
College/Institution/Company:	

Office Address:	
City:	
State:	
Zip Code:	

Shipping Address (If Different than Office):	
City:	
State:	
Zip Code:	

Office Phone:	
Cell Phone:	
Office E-mail:	
Personal E-mail:	
UCO Banner ID (if applicable):	

Payment Point of Contact



Name:	
Office Address:	
City:	
State:	
Zip Code:	
Office Phone:	
Office E-mail:	

Purchase Order

Payment may be made with a purchase order, credit card, or check before the Academy begins.

Purchase Order Number:	
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Commitment

The registration form must be signed by both the candidate and the appropriate approval signature.

Applicant Signature:	
Date:	

Supervisor Name:	
Supervisor Position:	
Supervisor Signature:	
Date:	

(The supervisor's signature verifies that this registration form has the approval of the supervisor, and the applicant has the full support and commitment of the organization, which includes the time required to participate in the program.)

Tuition



Early-bird Registration Fee:

\$1,999 includes meals, lodging, and instructional materials, ends April 30, 2023.

Regular Registration Fee:

\$2,499 includes meals, lodging, and instructional materials, May 1 – August 10, 2023.

Participants are responsible for their own transportation to the session locations. The time spent out of class is an important part of the network participants will build; therefore, the registration fee does not change if they do not use the lodging.

Cancellation and Refund Policy

Cancellation requests must be made in writing to the Educators Leadership Academy.

If the request is received more than 30 days prior to the academy, all amounts already paid will be refunded minus US \$50.00 per booking administration fee. Participants who cancel within 30 days prior to the academy for any reason, including medical reasons, will be subject to the following cancellation fees:

30+ days = 100% Refund [Minus \$50/booking admin fee]

30 – 15 days = 50% Refund

14 days or less = 0% Refund

In addition, the following apply:

Another person can be substituted for another registered participant.

One hundred percent (100%) will be refunded if the academy is canceled or rescheduled by the Educators' Leadership Academy.

Submission Information

Purchase orders should be issued to:

Educators' Leadership Academy
University of Central Oklahoma
CTL 102, Box 212
100 N. University Drive, Edmond, OK 73034

Federal Tax ID 731353314

Vendor Code: ZU2LD

Detail Code: U8EL

Org. # 020020

Location: 0008

UCO State Agency #0000000120

Please mail the completed registration form to:

The Educators' Leadership Academy
University of Central Oklahoma
CTL 102, Box 212
100 N. University Drive, Edmond, OK 73034

For more information contact: Mary Howard, ELA Director, Phone: (405) 974-5561 Email: mhoward28@uco.edu