**TEACHER TRAINING REGISTRATION FORM 2025**

***Introduction to Engineering***

**Teacher Name: \_\_\_\_\_\_\_ Teacher Work Phone: \_\_\_\_\_\_\_ Teacher Cell Phone: \_\_\_\_\_\_\_**

**Teacher School E-mail: \_\_\_\_\_\_\_ Teacher Personal E-mail: \_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_ School Address: \_\_\_\_\_\_\_ ISD: \_\_\_\_\_\_\_**

**Principal Name: \_\_\_\_\_\_\_ Principal Phone: \_\_\_\_\_\_\_ Principal E-mail: \_\_\_\_\_\_\_**

**Accounting/Procurement Representative: \_\_\_\_\_\_\_**

**Accounting Contact Phone: \_\_\_\_\_\_\_ Accounting Contact E-mail: \_\_\_\_\_\_\_**

***This is not a binding contract. This registration form serves only as a place holder for your training. An Agreement between Fredericksburg Education Initiative, Inc. dba SystemsGo and your school for Curricula License and Related Services will follow, upon administrative approval.***

**PERTINENT INFORMATION**

1. **Location:**  The 2025 Teacher Training will take place via a web seminar (approximately 2-hour training).
2. **Dates:** Scheduled as needed.
3. **Cost:** Please see our website or contact SystemsGo directly for state specific training and licensing costs. The estimated cost of supplies to set up a class of 20 students could range from $500-$2,000 depending on reference material purchase. The supply estimate includes materials and equipment for setting up a class from scratch. Much of this will be a one-time cost. Your school may already have these supplies, thereby substantially reducing the supply cost. Detailed lists will be provided upon request.
4. **Teacher/Student/School Support:** The trained teacher/representative and a SystemsGo representative maintain communication as needed to ensure teachers are equipped to guide students through the Research Design and Development process. While SystemsGo personnel will reach out periodically for status updates, it is the teacher’s responsibility to contact SystemsGo to ask for guidance and assistance as needed. Support is available by phone, email, virtual meeting or an on-site visit as needed.
5. **Procurement Process:** SystemsGo is the sole source vendor for the curriculum, teacher training and launch support provided to our schools. Please provide SystemsGo with contact information for your accounting/procurement department representative. The accounting representative will also be copied on all correspondence via QuickBooks (quotes and invoices). SystemsGo will send a quote to the licensed teacher as soon as any requirement (teacher training, curriculum license fee, small rocket parts, rocket motors, launch fees, etc.) is identified. The licensed teacher should take the quote through the school’s financial management process and send SystemsGo a Purchase Order (PO) within 30 days of receipt of the quote. SystemsGo will then send an invoice. The school should pay the invoice to SystemsGo/SystemsGo NM within 30 days of receipt. Payment for delivery of curricula and services rendered shall not be unreasonably withheld or delayed.