



## Information for 2021-2022 PD Passport Holders

- **How do you register?**
  - This Passport is good for registrations from August 1, 2021-June 30, 2022.
  - Passport Holders can register using a Google Form Link several times through the year.
  - We would encourage you to register as far in advance as you are able with your schedule, as then we have a sense of participant numbers, but you can register for any session up to 2 days in advance.
  - We would encourage you to keep a list of those sessions you are registered in. You might find it helpful to keep track on the [Johanson Consulting Catalogue and Calendar](#).
- **How do you access the sessions?**
  - You will receive an email from your facilitator a few days before your session. This will include a Zoom link, materials, and any other information you require.
- **What if there are only a few registrants in a session you are registered in?**
  - Some sessions can run with few participants, while others are much better with a larger number of teacher voices in the conversation. You will receive an email from your facilitator with options for cancellation, postponing, and rescheduling if participant numbers are low.
- **What if topics and dates are not what you are looking for in the published calendar?**
  - New calendars will be issued for three 'terms' this school year. You will be notified by email when new offerings are posted. Approximate times are:
    - December for new dates and topics from January – mid March.
    - February for new dates and topics from mid March to end of May.
  - If you have topics that you or your colleagues are interested in but they do not appear on the calendar or catalogue, please email me at [Terry@johansonconsulting.ca](mailto:Terry@johansonconsulting.ca) with suggestions!
- **What if you register and then need to cancel?**
  - To cancel a registration, please email [Erin@johansonconsulting.ca](mailto:Erin@johansonconsulting.ca) no less than 2 days before an event.
  - If you do not cancel and do not attend, we will need to issue a \$25 surcharge (unless there are extenuating circumstances, of course). This surcharge must be paid before you attend future sessions.