

IMPORTANT E-RATE NOTICE! -- PLEASE DO NOT DISCARD!

Attention North Dakota E-Rate Applicants!

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access.

2007 Annual Fall E-Rate Training

Who should attend?

E-Rate Program Administrators
REA Coordinators
School District Administrators

Why is it important that you attend?

- 1) There are **changes to forms and procedures** that occur each year.
- 2) North Dakota School Districts **have been denied funding** due to lack of attention to detail.
- 3) **Random Site Visits and Audits** are becoming more prevalent regardless of the size of the school district or the amount requested.

Where will the workshops be held?

Participants have the option of attending any of the following workshops:

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| Monday, September 24 , 2007 Williston School District Board Room 1201 9 th Avenue NW Williston, ND 58802 | Tuesday, September 25 , 2007 PS Berg Elementary School Computer Lab 307 3 rd Avenue W Dickinson, ND 58602 |
| Monday, October 1 , 2007 Administrative Office Conference Room 215 2 nd Street SE Minot, ND 58701 | Wednesday, October 3 , 2007 Hughes Administration Building Mac Lab 806 N Washington Street Bismarck, ND 58501 |
| Monday, October 8 , 2007 Devils Lake High School Lab 1601 College Drive N Devils Lake, ND 58301 | Tuesday, October 9 , 2007 Kindred High School Computer Lab 55 1 st Avenue S Kindred, ND 58051 |

What is the training all about?

The Fall 2007 training workshop will be split into 2 sessions. Participants may attend one or both sessions.

Morning session – 9:00 – 12:00 – For Beginners or as a Refresher
Overview of the process and review of required forms
Afternoon session – 1:00 – 3:00 – 2008 – 09 Program rules changes and eligible products and services

What is the cost? \$50 per person regardless of session(s) attended. Please make check payable to EduTech.

How do you register?

You may register going to <http://www.edutech.nodak.edu/training/calendar/> and then locating the workshop you want to attend on the calendar. Click on the desired workshop to begin the registration process.

Registration is not considered to be complete until the registration fee of \$50 is submitted to:

Kari Sauer
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