**Modified Oral Proficiency Interview (MOPI) Institute**

**Registration Form**

 **October 2-4, 2013**

**Crowne Plaza Hotel\*6945 Pocahontas Trail\*Williamsburg, VA 23185\* (757) 220-2250**

* Submit only one form per division. Forms should be submitted by the Superintendent or a Division Representative authorized to act as the Superintendent’s Designee for Foreign Languages.
* Each division may nominate a two-teacher team. The selection process will address regional representation and priority will be given to registering teachers who teach in high poverty areas. Please note that successful submission of the registration form does not guarantee acceptance into the Institute.
* Divisions may also include up to two additional names on the waiting list. Participants from the waiting list will be accepted on a first-come, first-serve basis after the registration deadline on September 9, 2013. Registration confirmation, as well as notification of those accepted from the waiting list, will be e-mailed to the Division Representative and to the nominees. *Please make sure your nominees are available to attend the entire Institute from October 2 – 4, 2013, before submitting their names for consideration.*
* Return completed registration form by **September 9, 2013**, via e-mail to Lisa.Harris@doe.virginia.gov or via fax to (804) 786-1597. Questions regarding the nomination process may be directed to Dr. Lisa Harris at (804) 225-3666.

**Division Representative: *Please PRINT or type. Complete one form for each division.***

School Division:

Division Representative (Person making the nomination and who will be copied on confirmation e-mails.)

Name:

Title:

Daytime Phone No.      FAX No.

E-mail:

|  |  |  |
| --- | --- | --- |
| Nominee’s Name | Language(s) and levels for 2013-2014 | Nominee’s E-mail |
| 1.       |       |       |
| 2.       |       |       |

**Lodging:**  ***DOE will pay for a maximum of 3 nights/double occupancy for teachers from divisions located 25 miles or more from the conference location. You may request an additional night to be reserved but the teacher or division is responsible for paying for the additional night’s lodging expenses****.*

* Is your division located 25 miles or more from the conference location? [ ] Yes [ ] No
* Lodging needed on: [ ] Tuesday, October 1 [ ]  Wednesday, October 2

[ ]  Thursday, October 3 [ ]  Friday, October 4

**Waiting List:**

|  |  |  |
| --- | --- | --- |
| Name | Language(s) and levels for 2013-14 | E-mail |
| 1.       |       |       |
| 2.       |       |       |