

Alabama CTE

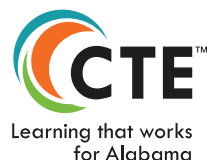
Summer Professional
Development Conference

JULY 23-25, 2025 | MOBILE, AL



**We Teach
Alabama**

ALABAMA STATE DEPARTMENT of EDUCATION



Thank you for your interest in the Alabama CTE Summer Professional Development Conference.

The information below will help you successfully navigate the registration process.

GUIDE TO REGISTERING

There are two ways to register for the conference. Please review the options below to choose the one that best suits your needs. This year, ALACTE members can enjoy a new discount. Make sure to have your 6-digit ALACTE number ready to enter on the registration form.

If you have any questions about your ALACTE membership, please contact Cindy McConnell, Executive Director, at communications@alacte.org.

Self-Registration

Registration for the conference as an individual apart from any bulk pre-paid registration. Navigate to alabamacte.org to access the registration form and complete the form.

- Fill in the requested info on the registration form with attendee and school/organization information.
- **Are you a member of the Alabama Association of Career Technical Education?** If so, select YES and enter your 6-digit membership number (the number will start with 5). Please verify that you have entered the correct number, as those with unverified numbers will be responsible for paying the \$50 discount.
- When selecting a Cluster/Area, descriptions are in the registration form and can be viewed by selecting any cluster. Please review the description for your chosen cluster to ensure that it is correct, or refer to the cluster guide for more information.
- Complete the registration form and hit submit at the bottom of the page. You will receive an email confirming your registration. If you do not see a confirmation email, please check your spam folder. If no confirmation was received, please reach out to our support team at hello@alabamacte.org.

Bulk Pre-Paid Registration

Registration for schools or organizations that would like to pre-pay for a determined number of codes at Early Bird Pricing. These codes can be used until July 21 at the purchased price, making it an ideal solution for schools with upcoming new hires or staff changes when names might not be known at the time of registration.

Please note that all pre-paid purchases are final and non-refundable if not used.

- To register using bulk pre-paid registration, a school representative must purchase the pre-paid codes by visiting the Bulk Purchase Code Request page. The number of codes for the group will be selected and paid for at that time.
- The requested codes will be emailed to the school representative to distribute to the designated attendees. Individuals who have received a pre-paid code will then visit alabamacte.org to access the registration form and register using the provided code. No payment is required by the attendee if a pre-paid code is used.



Bulk Pre-Paid Registration (cont.)

- To purchase the correct registration for your instructors and staff, you'll need to determine how many of your instructors are ALACTE members, how many are health science instructors, and whether any instructors are both health science instructors and ALACTE members. This information is crucial for applying the appropriate discounts when purchasing the codes.

Note: If the person purchasing the bulk codes plans to attend the conference, they must include themselves in the total code request and complete the registration form as well.

Registering with Pre-Paid Code

If your school representative has provided you with a code, you may now go to alabamacte.org to access the registration form.

- Fill in the requested info on the registration form with attendee and school information.
- Are you a member of the Alabama Association of Career Technical Education?** If so, select YES and enter your 6-digit membership number (the number will start with 5). Please verify that you have entered the correct number, as those with unverified numbers will be responsible for paying the \$50 discount.
- When selecting a Cluster/Area, descriptions are in the registration form and can be viewed by selecting any cluster. Please review the description for your chosen cluster to ensure that it is correct, or refer to the [cluster guide](#) for more information.

- Next, look for this option:** Do you have a School System/District/Organization pre-paid code?
- Select YES and enter your code. No payment will be needed if a valid code is entered. If you enter the code you were given and it is not working or says all codes have been used, please contact your school representative who submitted the bulk registration, or reach out to our support team at hello@alabamacte.org.
- Complete the registration form and hit submit at the bottom of the page. You will receive an email confirming your registration. If you do not see a confirmation email, please check your spam folder. If no confirmation was received, please reach out to our support team at hello@alabamacte.org.





Key Information to Remember

- If you are a member of the Alabama Association of Career Technical Education, please provide your membership number during registration to receive a \$50 discount. Ensure that you enter the correct membership number, as those with unverified numbers will be required to pay the \$50 discount.
- For bulk pre-paid registration, a school or group representative must request pre-paid codes by visiting the Bulk Purchase Code Request page. The number of codes for the group will be selected and paid for at that time.
- The school or group representative will be responsible for distributing the pre-paid codes to the designated attendees.
- Individuals with pre-paid codes must then visit alabamacte.org to access the registration form and register using the pre-paid code. No payment is required if a valid pre-paid code is used.
- If you know that there will be staff changes prior to July 21, holding some of the pre-paid codes until new staff members are onboarded is highly suggested. The advantage of pre-paid codes is that the early bird pricing is honored until July 21.

If the person purchasing the bulk codes plans to attend the conference, they must include themselves in the total code request and complete the registration form as well.

- If you need additional codes, you can submit a new bulk registration form to purchase more. Please note that after early bird pricing ends on April 30, standard pricing will apply to any codes purchased after that date.
- If a pre-paid code is not working for a designated attendee, it may be that all of your pre-paid codes have been used. Please verify that your number of attendees registered matches the number of codes purchased.
- Early Bird Registration ends on April 30. After this date, the standard registration rate will be \$475.
- A late registration rate of \$675 will apply after July 21 or for on-site registrations.
- All registrations are final and cannot be canceled or refunded. However, if necessary, they can be transferred to another individual within the same district.
- If your school system or school name is not in the dropdown list, please contact hello@alabamacte.org.
- For questions about your ALACTE membership, please contact Cindy McConnell, Executive Director, at communications@alacte.org.
- If you are paying by check, please mail to:
Alabama CTE Leadership Council
PO Box 1440
Owasso, OK 74055