2027 Teacher's Workshop Confirmation Guide

If you are a school and wish to confirm enrollment for multiple teachers, please contact info@cpyb.org. We can arrange for a school enrollment.

If you are an individual confirming enrollment for yourself only, please follow Option A or Option B (below).

Option A: I am new to CPYB and have never attended a Teacher's Workshop.

Follow this link to create your CPYB Family Portal account and confirm your enrollment.

- **Billing Requirement:** A method of payment ***must*** be included with this registration form - credit card or bank account. In an effort to cover the costs of credit card processing fees, we will charge 2.59% to every transaction paid with a Visa, Mastercard, or Discover credit card. This does not apply to debit cards or bank draft payments.
    - The billing information that you enter will be charged the registration fee, security fee, and Workshop tuition in full.

- When asked to select a class, please select "2027 Teachers Workshop Confirmation".

Option B: I have attended a CPYB Teacher's Workshop, and I have a CPYB Family Portal account.

Please login to your existing account in the CPYB Family Portal. For password assistance, click the "forgot my password" link.

- Verify or update your billing information. In an effort to cover the costs of credit card processing fees, we will charge 2.59% to every transaction paid with a Visa, Mastercard, or Discover credit card. This does not apply to debit cards or bank draft payments.
    - The credit card or bank account information on file in your Family Portal at the time of submitting your confirmation will be charged the registration fee, security fee, and Workshop tuition in full.

- Confirm your Workshop enrollment. Click the green "Find A Class" button and select "2027 Teacher's Workshop Confirmation".

  Click on the green "Enroll in this Class" icon. Click the box next to you (the student) and click "Enroll" at the top of the page. You will get a pop-up that the submission was successful as well as an email copy of your submission.

An Important Note About Payment Processing: All payments are auto-processed by CPYB through the Family Portal in accordance with posted and selected payment schedules. There is no "click-to-pay" option. Account holders must make sure their credit card/bank account information is current prior to scheduled payment processing. To update your information, click on BILLING & PAYMENTS under Quicklinks, select SAVED PAYMENTS METHODS.

Questions? Contact Us! 717-601-2840 or info@cpyb.org.