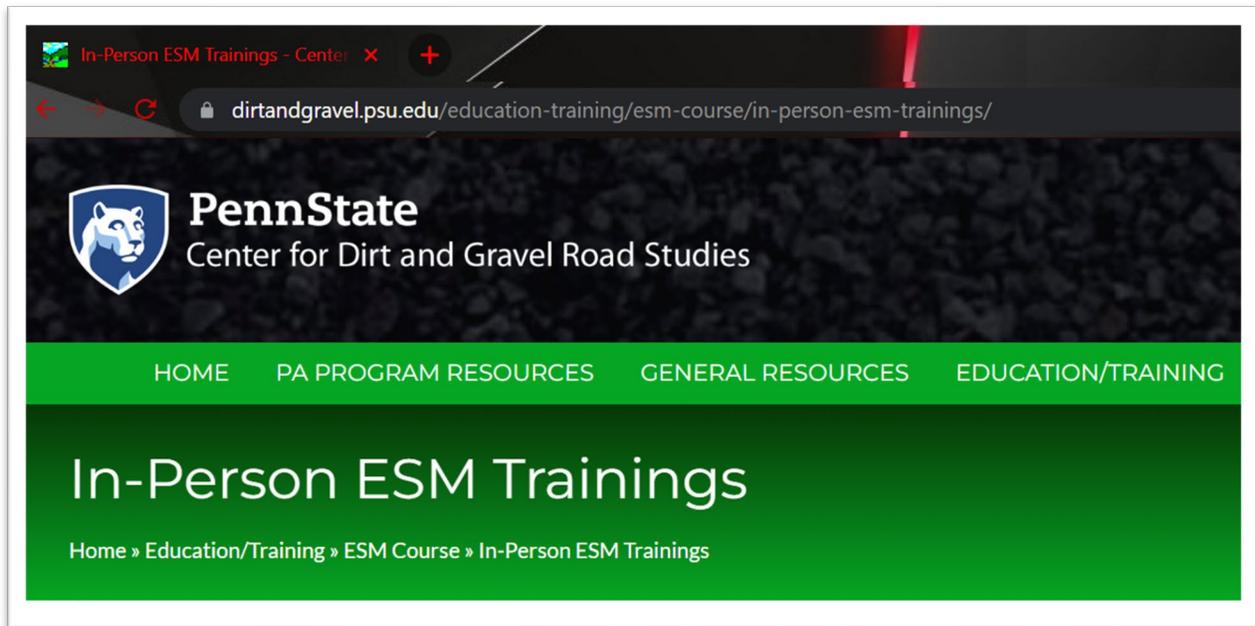


CDGRS Course Registration Quick Guide

The purpose of this guide is to provide a brief overview of how to register for a CDGRS course using our Course Registration tool. For more specific help, please contact either someone from your local Conservation District or email Amy Pifer and Mindi Shuy at DGregistration@psu.edu.

Step 1: Find the course page with the available dates.

These are typically located within the individual course descriptions within the Education/Training section of the CDGRS's website.



Step 2: Review the available dates and determine which one to register for. Click the "Register Here" button at the bottom of the page to access the Course Registration page.

In-Person ESM Training Registration

ESM Training is available at no cost to representatives of any public agency involved in the Pennsylvania's Dirt Gravel, and Low Volume Road Program. All other interested parties are invited to attend for a fee. Cutoff date for registration will be Monday of the week of the training. Hotel block is held until 30 days prior to the training date. Register via the button below.

If you have any questions, please call Amy Pifer at 814-865-5355 for registration information and fees.

No fax, snail mail or call-in registrations will be accepted! A limited number of openings are available; please register as soon as possible. The center reserves the right to cancel should attendance fall below 30.

[Register Here](#)

Step 3: Find the course you want to register for and click its “Register for this course” button.

The screenshot shows the 'Course Registration' page with a green header. Below the header, there is a navigation breadcrumb 'Home > Course Registration'. A welcome message reads 'Welcome to the CDGRS Course Registration Portal.' The main heading is 'Upcoming Courses'. A filter shows 'All course types' and 'ESM (6)'. Four course listings are visible, each with a 'Register for this course' button. A blue arrow points from the first course's details to its button.

Course 1: ESM: Environmentally Sensitive Maintenance Training
• Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
• Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
Instructor: Eric Nevel and Maria Dreese
• This is a 2 day course. Registrants must attend both days to receive credit for this course.

Course 2: ESM: Environmentally Sensitive Maintenance Training
• Wednesday, Oct 25, 2023 to Thursday, Oct 26, 2023 (Montour County)
• Location: Pine Barn Inn, 1 Pine Barn Pl, Danville PA, 17821
Instructor: Tim Ziegler and Dave Creamer
• This is a 2 day course. Registrants must attend both days to receive credit for this course.

Course 3: ESM: Environmentally Sensitive Maintenance Training
• Tuesday, Oct 10, 2023 to Wednesday, Oct 11, 2023 (Warren County)
• Location: Warren County Conservation District, 4000 Conewango Avenue, Warren PA, 16365
Instructor: Eric Nevel and Wade Brown
• This is a 2 day course. Registrants must attend both days to receive credit for this course.

Course 4: ESM: Environmentally Sensitive Maintenance Training
• Wednesday, Sep 6, 2023 to Thursday, Sep 7, 2023 (Tioga County)
• Location: Deane's Center for Performing Arts, 104 Main Street, Wellsboro PA, 16901
Instructor: Tim Ziegler and Wade Brown

Step 4: Select the Affiliation Type, complete the information for the Primary Contact Person and click the “Continue” button.

The screenshot shows a dropdown menu for 'Affiliation Type'. The options listed are: Please Select, Please Select, Conservation District, Municipality, Bureau of Forestry, Center for Dirt and Gravel Road Studies, Private, and Other Government Entities.

The screenshot shows the 'Primary Contact Person' registration form. It includes fields for: Contact Person Full Name (required), Contact Email (required), Contact Phone, Address Line 1 (required), Address Line 2, City, State (dropdown menu showing PA), and Zip Code. A green 'Continue' button is at the bottom.

- This person will be the sole contact for all participants registered by that contact person
- Note that all participants registered under the Contact Person will be assigned the same Affiliation as the Contact Person
- Contact People registering multiple people from different Affiliations must place individual orders for each Affiliation

Step 5: Enter all Participants that the Contact Person is registering.

If the participant has ever taken a course through CDGRS, they should exist in this database. You can search by name, email, and registrant id to locate them. You can also register new participants. Fill out the form and they will be added to the Current Participants list. Note: If you are the primary contact person, you still need to add yourself as a participant.

A) Search by last name, full name, email, or registrant ID (Required)

Register a new Participant

First, please search the CDGRS database in the first part of this step to link an existing participant. Only use this form if you are certain the participant has never taken a class with CDGRS.

Prefix First Name (Required) Middle Name Last Name (Required) Suffix

Professional Suffix (optional) Nickname (optional)

Organization (Required) Job Title (Required)

Address Line 1 (Required) Address Line 2

City (Required) State (Required) Zip Code (Required)

Phone Number Email

Current Participants

ID	Name	Organization	Email	
19480	Kenneth J Corradini	Center for Dirt & Gravel Road Studies	kjc13@psu.edu	

Step 6: Review your order. Review all information and added participants for accuracy. Simply click browser's "Back" button to go back and make any changes. Add any additional information/special accommodations then click "Complete Checkout".

Review Your Order:

Please confirm all of the details of your registration below. If anything looks incorrect, click the Step 1 and Step 2 tabs to go back and make changes.

When ready, press the complete checkout button.

If your order requires payment, you will be redirected to our payment portal. After completing payment, you will return to this page.

You are registering for:

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville Falls Creek Road, Reynoldsville PA, 15851
Instructor: Eric Nevel and Maria Dreese

Contact Information:

Affiliation	Primary Contact
Type: Center for Dirt and Gravel Road Studies Organization Name:	Kenneth J Corradini kjc13@psu.edu 814-865-6966 222 Transportation Research Building University Park, PA 16808

Participant Information:

ID	Name	Organization	Email
19480	Kenneth J Corradini	Center for Dirt & Gravel Road Studies	kjc13@psu.edu

Additional Information:

Special accommodations:

Please indicate in the text area above any special accommodations your participant(s) we should prepare for, including accessibility, mobility, and dietary needs.

Step 7: Order Complete.

The Primary Contact will receive an email confirming their registration order. The order will remain in “Processing” until a member of the CDGRS staff reviews and confirms the order. Once confirmed, the Primary Contact will receive a notification email.

Order Complete:

Thank you for your registration!

Your submission is now **processing**. You will receive an email when your registration is confirmed. If we have any questions, we will contact you using the contact information you provided in step 1.

[Click here to return to the home page.](#)

ESM Course Registration

Order ID #2

Submission date: June 21, 2023 at 10:59 AM

Please note: Your order is not yet confirmed.
Please wait for a confirmation email or an email from admin at CDGRS.

Course Information:

Environmentally Sensitive Maintenance Training

- Class ID: **3067**
- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023
(Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
- Instructor: Eric Nevel and Maria Dreese