

Initial Principal Evaluation Training Registration (AA #2000)

EMAIL COMPLETED FORM TO:
workshops@ilprincipals.org
Illinois Principals Association

| | |
|---|--------------------------------|
| IPA Member | <input type="checkbox"/> \$375 |
| Non-Member | <input type="checkbox"/> \$500 |
| One-Year IPA Membership (\$375) + AA Registration (\$375) | <input type="checkbox"/> \$750 |

Code (for office use): _____

- Registrations are not accepted over the phone.
- If you do not receive a registration confirmation email within 72 business hours, call 217-391-0488.
- This two-day academy aligns to the Illinois School Code Competencies defined by Administrative Code Part 50, Section 50.420 (A-B).

| | |
|--|---|
| Academy Dates _____ | Academy Location _____ |
| Name _____ | Job Title _____ |
| E-mail _____ | Cell _____ |
| District Name and # _____ | County _____ |
| School _____ | Address _____ |
| City _____ | Zip Code _____ |
| Phone _____ | Gender (optional) <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Illinois Educator Identification Number _____ (IEIN Number is required for academy credit.) | <input type="checkbox"/> Check here if you require special accessibility. |

Payment information is required to process registration:

| | |
|--|---|
| <input type="checkbox"/> Check # _____ Make payable to the Illinois Principals Association. | <input type="checkbox"/> Credit Card # _____ Exp. _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express |
| <input type="checkbox"/> Purchase Order # _____ Send invoice to: <input type="checkbox"/> District <input type="checkbox"/> School <input type="checkbox"/> Home | CVV _____ |
| Billing Address _____ _____ _____ | Cardholder's Name _____ |
| | Signature _____ |
| | Today's Date _____ |

Individuals who do not cancel their reservation and are not in attendance are responsible for full payment.

Registration changes must be received in writing by the IPA. An individual who is registered for an IPA event and who is unable to attend may:

1. Send another individual in his/her place incurring no service charge;
2. Receive credit in the amount of the event good for IPA merchandise or another IPA conference, workshop or event; or
3. Receive a refund. Credits and refunds will be issued as follows:
 - If written notice is received more than five business days prior to the event, a \$25 service charge will be assessed.
 - If written notice is received within five business days of the event, a \$50 service charge will be assessed.
 - If written notice is received after noon the day prior to the event, the full registration amount will be charged.

The IPA reserves the right to cancel or reschedule workshops at any time. In the event of cancellation or rescheduling, members may request a full refund or have the registration fee applied to another IPA conference, workshop or event. **All credits for events and merchandise expire each June 30.**

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217-391-0488
217-525-7264 (fax)

Illinois Principals Association
2940 Baker Drive, Springfield, IL 62703

