

Administrator Academy Individual Registration

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

IPA Member	<input type="checkbox"/> \$225
Retired IPA Member	<input type="checkbox"/> \$125
Non-Member	<input type="checkbox"/> \$325
One-Year IPA Membership (\$400) + AA Registration (\$225)	<input type="checkbox"/> \$625
Non-Administrative Staff To qualify: 1. You must be on a non-administrator contract. 2. If your position requires an administrator endorsement, less than 50% of your duties should be administrative in nature. 3. Your building administrator must be a current IPA member. 4. You must provide your administrator's name.	<input type="checkbox"/> \$225
Name of Administrator _____	

Registrations are not accepted after Noon the day before the event.

- Registrations are not accepted over the phone.
- If you do not receive a registration confirmation email within 72 business hours, call 217-391-0488.
- For information on groups rates (available for 3 or more attendees), call 217-321-9570.
- ISBE requires attendance during the entire workshop to receive Administrator Academy credit. Individuals arriving late or leaving early, for any reason, are not eligible for Academy credit.

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

Payment information is required. Include a copy of the PO or check if using either method of payment.

☐ **Check #** _____
Make payable to the Illinois Principals Association.

☐ **Purchase Order #** _____
Send invoice to: ☐ District ☐ School

Billing Address _____

☐ **Credit Card #** _____
☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Exp. _____ CVV _____

Cardholder's Name _____

Signature _____

Today's Date _____

Registration changes must be received via email at workshops@ilprincipals.org. If you do not cancel or transfer your registration before Noon the day prior to the event and/or are not in attendance, you are responsible for full payment.

If you are unable to attend, the following options are available (provided your request is received before Noon the day prior to the event):

1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

Information regarding credits and refunds:

- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a \$50 service charge.
- If refund/credit request is received after Noon the day prior to the event, you are responsible for full payment.
- Credits for events and merchandise expire each year on June 30.

The IPA reserves the right to cancel or reschedule events at any time. If your event has been canceled or rescheduled, you may request a refund, credit or transfer the registration fee to another IPA event.

workshops@ilprincipals.org
ilprincipals.org

217-391-0488

Illinois Principals Association
2940 Baker Drive, Springfield, IL 62703

