

# Initial Teacher Evaluation Training Registration (AA #2001)

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

IPA Member (Completion of this academy includes IPA Aspiring membership for individuals who are not current IPA members or are not employed on an administrative contract.)	<input type="checkbox"/> \$375
Retired IPA Member	<input type="checkbox"/> \$200
Non-Member	<input type="checkbox"/> \$375
One-Year IPA Membership (\$400) + AA Registration (\$375)	<input type="checkbox"/> \$775
<b>Aspiring Membership Eligibility:</b>	
Current IPA Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employed on Administrative Contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- 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).
- ISBE requires all participants to complete pre-work exercises which will be emailed to 2-3 weeks before the workshop.
- Participants must attend the entire workshop and successfully pass the Day 2 assessment to earn AA credit and ISBE teacher evaluation designation. Participants who do not pass the Day 2 assessment are eligible for PD hours only.

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

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

<input type="checkbox"/> <b>Check #</b> _____ Make payable to the Illinois Principals Association.	<input type="checkbox"/> <b>Credit Card #</b> _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
<input type="checkbox"/> <b>Purchase Order #</b> _____ Send invoice to: <input type="checkbox"/> District <input type="checkbox"/> School	Exp. _____ CVV _____
Billing Address _____ _____ _____	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 at least 10 business days 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 at least 10 business days prior to the event):

1. Transfer your registration to another IPA event (of equal or less value);
2. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
3. Receive a refund (see below for details).

Information regarding credits and refunds:

- If refund/credit request is received more than 10 business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within 10 business days 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.

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217-391-0488

Illinois Principals Association  
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