

Evaluator Initial Training and Retraining for Principals and Assistant Principals (AA #4050) — Individual Registration

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

IPA Member	<input type="checkbox"/> \$425
Retired IPA Member	<input type="checkbox"/> \$250
Non-Member	<input type="checkbox"/> \$425
One-Year IPA Membership (\$400) + AA Registration (\$425)	<input type="checkbox"/> \$825

- Registrations are not accepted over the phone.
- If you do not receive a registration confirmation email within 72 business hours, email workshops@ilprincipals.org.
- This two-day academy aligns to the Illinois Performance Standards for School Leaders and meets the requirements of 23 Illinois Administrative Code 50 Subpart D: Performance Evaluation Plans: Principals and Assistant Principals.
- ISBE requires all participants to complete pre-work exercises which will be emailed 2-3 weeks before the workshop.
- Participants must attend and be present for the entire two-day academy to receive credit.

Academy Dates _____ Academy Location _____
 Name _____ Job Title _____
 E-mail _____ Cell _____
 District Name and # _____ School _____
 School Address _____ City _____
 Zip Code _____ School Phone _____
 Illinois Educator Identification Number _____ Gender (optional) Male Female
 (IEIN Number is required for academy credit.) 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.

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 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.

