

Administrator Academy Individual Registration

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

IPA Member	<input type="checkbox"/> \$199
Retired IPA Member	<input type="checkbox"/> \$99
Non-Member	<input type="checkbox"/> \$299
One-Year IPA Membership (\$396) + AA Registration (\$199)	<input type="checkbox"/> \$595
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. Name of Administrator _____	<input type="checkbox"/> \$199

Registrations are not accepted after 12 p.m. 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.

Code (for office use): _____

Workshop Title _____

Workshop Date _____ Workshop Location _____

Name _____ Job Title _____

E-mail _____ Cell _____

District Name and # _____ School _____

Address _____ City _____

Zip Code _____ Phone _____ Gender (optional) Male Female

Illinois Educator Identification Number _____ Check here if you require special accessibility.
(IEIN Number is required for academy credit.)

Payment information is required to process registration:

Check # _____
Make payable to the Illinois Principals Association.

Purchase Order # _____
Send invoice to: District School Home

Billing Address _____

Credit Card # _____ Exp. _____
 Visa MasterCard Discover American Express

CVV _____

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.**

