

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

Code (for office use): \_\_\_\_\_

- 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 to process purchase:**

**Check #** \_\_\_\_\_  
 Make payable to the Illinois Principals Association.

**Purchase Order #** \_\_\_\_\_  
 Send invoice to:  District  School  Home

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 cancelled or rescheduled, you may request a refund, credit or transfer the registration fee to another IPA event.

