

# 2017-2018

## IPA PROFESSIONAL DEVELOPMENT PROGRAMS

# ACADEMY REGISTRATION

### ONSITE Workshop Times

8:00am – 8:30am ..... Check In/ Breakfast  
 8:30am – 12:00pm ..... Session  
 12:00pm – 12:45pm ..... Lunch  
 12:45pm – 3:30pm ..... Session  
 3:30pm – Adjourn

### ONLINE Workshop Times

1 Day AM  
 9:00am – 12:00pm  
 or  
 1 Day PM  
 12:00pm – 3:00pm

View Professional Development and Registration Details at [www.ilprincipals.org](http://www.ilprincipals.org)



**RETURN TO  
Illinois Principals Association**

2940 Baker Drive  
Springfield, IL 62703

Workshop Tel: 217-391-0848

Workshop Fax: 217-391-0849

Email: [workshops@ilprincipals.org](mailto:workshops@ilprincipals.org)

# FREE

**WE DO NOT ACCEPT REGISTRATIONS AFTER 12PM THE DAY BEFORE THE EVENT. THANK YOU FOR YOUR UNDERSTANDING.**

#### AA Credit Policy

In order to receive Administrator Academy credit, the Illinois State Board of Education requires attendance during the entire workshop. Individuals arriving late or leaving early, for any reason, are not eligible for Academy credit.

Workshop Title \_\_\_\_\_

Date of Workshop \_\_\_\_\_ Location \_\_\_\_\_

Price \_\_\_\_\_

Code (office use only) \_\_\_\_\_

**Note for Teachers and Non-Administrative Staff:** Building administrator's name must be written here to receive member rate \_\_\_\_\_

Name (required) \_\_\_\_\_ Job Title \_\_\_\_\_

E-mail (required for confirmation) \_\_\_\_\_

District Name and # \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Illinois Educator Identification Number (required for Administrator Academy credit) \_\_\_\_\_

Gender (optional)  Male  Female

Check here if you require special accessibility

#### PAYMENT INFORMATION REQUIRED TO PROCESS REGISTRATION FORM:

If you are paying by credit card consider registering online at [www.ilprincipals.org](http://www.ilprincipals.org) to save 5%.

Check # \_\_\_\_\_ (Please include a copy of completed form with your check made payable to Illinois Principals Association)

Purchase Order # \_\_\_\_\_ Billing Address: \_\_\_\_\_

Visa  MasterCard  Discover  American Express

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Signature \_\_\_\_\_

**Return to:** Illinois Principals Association, 2940 Baker Drive, Springfield, IL 62703, Fax (217) 391-0849. Registrations WILL NOT be accepted over the phone.

**Cancellations.** All 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 or her place incurring no service charge; (2) receive credit in the amount of the event which is good for all IPA events and merchandise; 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, the refund or credit amount will be subject to a \$25.00 service charge. If notice is received within five business days, a \$50.00 service charge will be assessed. Individuals who do not cancel their reservation and are not in attendance are responsible for full payment. The IPA reserves the right to cancel or reschedule workshops at any time. In the event of cancellation or rescheduling, members may either 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.