

2021-2022

IPA PROFESSIONAL
LEARNING

ACADEMY REGISTRATION

ONSITE Workshop Times*

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

*Unless Otherwise Noted

ONLINE Workshop Times*

1 Day AM
9:00am – 12:00pm

View Professional Learning and Registration Details at www.ilprincipals.org



Group discounts
available for 3 or
more attendees.
Contact Laura
Adams at
217-321-9570.

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

IMPORTANT NOTICE: We do not accept registrations after 12PM the day before the event. If you do not receive a registration confirmation via email within 72 business hours, please call us at 217-391-0848 to verify your registration.

- ☐ \$199 IPA Members
- ☐ \$199 Non-Administrative Staff (Administrator must be current IPA Member)**
Name of Building Administrator: _____
- ☐ \$99 Retired IPA Members
- ☐ \$299 Non-Members

To qualify for the IPA Non-Administrative Staff Rate **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 enter your administrator's name in the space provided.

Workshop Title _____

Date of Workshop _____ Location _____

Price (required) _____ Code (office use only) _____

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

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.

PAYMENT INFORMATION REQUIRED TO PROCESS REGISTRATION FORM:

☐ 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.