

# Administrator Academy Individual Registration

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

IPA Member	<input type="checkbox"/> \$214
Retired IPA Member	<input type="checkbox"/> \$114
Non-Member	<input type="checkbox"/> \$314
One-Year IPA Membership (\$400) + AA Registration (\$214)	<input type="checkbox"/> \$614
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.	<input type="checkbox"/> \$214
Name of Administrator _____	

**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 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 before Noon the day 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 before Noon the day prior to the event):

1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

Information regarding credits and refunds:

- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a \$50 service charge.
- If refund/credit request is received after Noon the day 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.

