

2012-2013 acsa academies

Personnel Administrators Academy

ACSA's seven-week academy for personnel administrators offers thorough training for new or aspiring personnel managers, human resources directors and personnel staff. The academy has been designed to the standards for CCTC's Professional Clear Administrative Services Credential non-university programs. The comprehensive curriculum also gives superintendents and other top-level district administrators an excellent legal and operational foundation for managing employees. Presentations and discussion sessions are presented by experienced personnel administrators from throughout California. Participants develop the fundamental skills required for effective school personnel management and discover the resources needed to succeed on the job.

The academy offers 70 hours of instruction over seven weekend sessions, Friday evenings, 5:00 p.m. to 9:00 p.m., and Saturdays, 9:00 a.m. to 3:30 p.m.* The extensive course syllabus and materials provided to each participant are an exceptional resource for ongoing reference.

*Please note that Saturday hours for this academy may vary.

Locations & Dates:

SAN FRANCISCO BAY AREA - ACSA Office, 1575 Bayshore Highway, Burlingame, CA 94010

October 12-13, 2012	January 11-12, 2013	March 8-9, 2013
November 16-17, 2012	February 8-9, 2013	April 12-13, 2013
December 14-15, 2012		

CONTRA COSTA AREA - San Ramon Valley Unified School District, 699 Old Orchard Drive, Danville, CA 94526

October 5-6, 2012	January 11-12, 2013	March 1-2, 2013
November 2-3, 2012	February 1-2, 2013	April 5-6, 2013
November 30-December 1, 2012		

CENTRAL VALLEY AREA - San Joaquin County Office of Education, 2901 Arch-Airport Road, Stockton, CA 95213

October 19-20, 2012	January 25-26, 2013	March 15-16, 2013
November 16-17, 2012	February 22-23, 2013	April 19-20, 2013
December 7-8, 2012		

LOS ANGELES AREA - Azusa Unified School District, 546 South Citrus Avenue, Azusa, CA 91702

October 5-6, 2012	January 18-19, 2013	March 1-2, 2013
October 26-27, 2012	February 1-2, 2013	March 22-23, 2013
November 30-December 1, 2012		

ONTARIO AREA - Ontario-Montclair School District, 950 D Street, Ontario, CA 91762

October 12-13, 2012	January 11-12, 2013	March 8-9, 2013
November 16-17, 2012	February 15-16, 2013	April 12-13, 2013
December 7-8, 2012		

ORANGE COUNTY AREA - Tustin Unified School District, Board Room, 300 South C Street, Tustin, CA 92780

September 28-29, 2012	December 14-15, 2012	February 8-9, 2013
October 19-20, 2012	January 11-12, 2013	March 22-23, 2013
November 30-December 1, 2012		

Directors:

Bob Kahle, Azusa
Jennifer Looney & Dick Schromm, Burlingame
Kathy Goldman & Roberta Silverstein, Danville
Ray McMullen, Ontario
Karen DePrater & Jennifer Looney, Stockton
Julie Mitchell, Tustin

Registration:

ACSA members - \$1,175
Non-members - \$2,350

Enrollment is limited to the first 30 registrants at each location.

2012-2013 Personnel Academy Registration

Location:

(Please check appropriate box)

- Azusa - #3473
- Burlingame - #3463
- Danville – #3453
- Ontario - #4183
- Stockton - #3723
- Tustin - #3533
- I will be a Professional Clear Administrative Services Credential Candidate and require assistance from the ACSA coordinator.

Registration Fees:

- ACSA Members \$1,175
- Individual not eligible for membership* \$1,175
- Non Members..... \$2,350

* Not classified as management, supervisory or confidential employee; does not hold an administrative credential.

Name _____

Name as you would like it to appear on Graduation Certificate. _____

Last Four Digits of Social Security # _____

Position/Title _____

District/Office Name _____

District/Office Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax # _____

Cell Phone _____

Email address _____

Home address _____

City _____ State _____ Zip _____

Preferred Confirmation Address home work

Method of Payment: (check one)

Registrations received without payment cannot be processed.

Check # _____ Purchase order # _____

MasterCard/VISA card # _____ Expiration date _____

Signature _____

Bill in three installments, first payment enclosed. 2nd installment due in 30 days, and 3rd installment due in 60 days.

For more information, call ACSA's Educational Services Department at 650.692.4300 or 800.608.ACSA.

Membership Special!

- YES, I want to double my savings! Attached is my completed and signed membership application, please register me for my selected Academy at the member rate.
- NO, I'm not interested in saving right now. But please send me more information about ACSA benefits and services.

Make checks and purchase orders payable to:

ACSA Foundation for Educational Administration

Be sure to complete this registration form, and mail or fax with payment to:
 ACSA Foundation for Educational Administration
 1575 Bayshore Highway
 Burlingame, CA 94010
 650.692.4300 • 800.608.2272
 Fax: 650.692.6858

Cancellation Policy:

ACSA is not responsible for travel expenses incurred due to cancelled programs. All cancellations MUST be in writing and postmarked a minimum of 15 days prior to the program date to be eligible for a refund. A service fee is charged for all cancellations. The following scale will be used for all cancellation requests. **Note: Each cancellation notice received is reviewed on an individual basis to determine if a refund is warranted.**

60 days prior Full refund less \$40 service fee
 30 days prior Full refund less \$50 service fee
 15 days prior 50% refund
 14 days or less No refund

Please Note:

Registration fees do not include meals.

ACSA Academy scholarship information and registration materials are available at ACSA's website: www.acsa.org/academies.

