

2016 – 2017 TIMELINES RELATED TO USE OF THE ILLINOIS ADMINISTRATORS' ACADEMY MANAGEMENT SYSTEM (IAAMS)

IAAMS is designed to provide course information for approved Illinois Administrators' Academies and act as the recordkeeping source for workshop sessions for courses delivered on or after October 1, 2000. The course information cannot be accessed by the public.

NO LESS THAN 90 DAYS PRIOR TO AA WORKSHOP DELIVERY DATE

Illinois Administrators' Academy (IAA) course proposals developed by an external provider should be submitted to an Administrators' Academy coordinator in order to allow adequate time for the approval process.

NO LESS THAN 60 DAYS PRIOR TO AA WORKSHOP DELIVERY DATE

IAA course proposals should be submitted to the Illinois State Board of Education in IAAMS in order to allow sufficient time for the approval process.

NO LESS THAN 45 DAYS PRIOR TO AA WORKSHOP DELIVERY DATE

External Providers (including IASA, IASBO, IPA, and ISBE) must notify the IAA coordinator in the ROE/ISC where they plan to offer an approved course. The written notification should include the course title/number, session date(s), presenter name(s), location (city, county), and registration information (contact, phone, and web address). Session dates should reflect the first day of delivery and the last day the application/dissemination product will be accepted. The end date determines the fiscal year in which credit is received by the administrator.

NO LESS THAN 30 DAYS PRIOR TO AA WORKSHOP DELIVERY DATE

Intent to deliver a workshop session for an approved Administrators' Academy course must be recorded in IAAMS by a record-keeping authority. IAAMS will prevent users from scheduling a workshop session less than 30 days before the session begin date.

60 DAYS AFTER AA WORKSHOP CLOSING DATE

Workshop session data (participant names and type of credit) must be recorded in IAAMS.

IAAMS will prevent users from recording workshop session data 60 days or more after the workshop session end date. If the deadline is missed, system users must send an email request to ISBE staff who will, at their discretion, enter data if appropriate. The course title and number, begin and end date of the session, presenter name(s), participant's IEIN or SSN, and type of credit must be provided. If AA credit is requested a copy of the participant's Application/Dissemination assignment must also be submitted.