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Illinois - NCA CASI

# Quality Assurance Review: Team Member Preparation

Advancing Excellence in Education

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Illinois NCA CASI is pleased to offer Quality Assurance Review Team (QAR) Member training for volunteers who will be serving on teams as external reviewers this school year and beyond. If you have served as a team member in the past and would like to refine your knowledge, or if you would like to serve on a team in the 10—11 school year and have never participated in a QAR before; please plan to attend this workshop. When you leave the session, you will be equipped with the tools and knowledge to help you be prepared to serve successfully as a QAR team member— The workshop will be facilitated by Mr. Dick Spohr, thus the session promises to be not only informative and interactive, but also fun-filled and entertaining! (PK—13)

**Your learning objectives include:**

- An overview of the procedures of the Quality Assurance Review process.
- How to prepare for the day of the visit including a review of sample Standards Assessment Reports.
- The identification of evidence to be considered and the correlation of it to the AdvancED Standards and Quality Indicators.
- The components of the Quality Assurance Review report including an interactive practice session on writing a Standard Narrative report.

**DATE AND LOCATION (Registration begins at 8:00 AM)**

⇒ **February 18, 2010: 8:30 AM—11:30 AM; Multi-University Center; 1010 Jorie Road, Suite 200 (2nd floor); Oak Brook**

**NOTE: ALL FIELDS ARE REQUIRED**

**NAME:** \_\_\_\_\_

**POSITION/TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SCHOOL DISTRICT:** \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_

Check here if you require accommodations to participate.

**Workshop Registration (Continental breakfast included)**

- No Charge

**Payment Information**

- You may register online via the AdvancED Event Management System or complete this form, print, and fax or mail it to our office.

**CANCELLATION POLICY:** Cancellations received 14 days or more in advance of the event will be refunded, minus a \$50.00 administrative fee. After this date, no refunds will be granted for cancellations or no shows. AdvancED will process all refunds/credit after the event. In the event that the workshop is postponed due to natural disaster or other cause beyond NCA CASI/AdvancED's control, we will make every effort to rescheduled. Any registration payment made will automatically be applied to the rescheduled event. If you choose not to attend the rescheduled event, AdvancED will provide a full refund upon written request from the registrant.

**SUBSTITUTIONS:** If you are unable to attend the event after registering, you may send someone in your place. Please follow these steps:

1. You must submit the person's name and contact information in writing to NCA CASI/AdvancED no less than 3 days prior to the start of the event. Fax and email requests will be honored.
2. If you are from an accredited school, and your replacement is not, he/she must pay any outstanding balance as a result of the difference in corresponding registration rates.