



Application Form for Business Applicants

Complete all areas and attach all required documentation. Applications cannot be processed without documentation.

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|--|-----------------------------------|-----------------------------------|---|------------------------------------|--|
| NAME: | | | COLLEGE OF TEACHERS NO.: | | |
| DATE OF BIRTH (DD/MM/YEAR): | | | GENDER: M ___ F ___ Other (Specify) _____ | | |
| ADDRESS: | | | | | |
| E-MAIL ADDRESS: | | | HOME PHONE NO.: | | |
| EMPLOYER NAME: | | | | | |
| WORK ADDRESS: | | | | | |
| WORK PHONE NO.: | | | WORK FAX NO.: | | |
| Module 1 <input type="checkbox"/> | Module 2 <input type="checkbox"/> | Module 3 <input type="checkbox"/> | Module 4 <input type="checkbox"/> | Practicum <input type="checkbox"/> | |
| <p>Prerequisites:</p> <ul style="list-style-type: none"> • An acceptable post-secondary degree (as determined by the provider) • A Master's degree from an accredited institution OR • Qualified to practice in a profession as determined by the College of Teachers (for a detailed list, please see our website) • Seven years of successful business experience, at least three (3) of which at the managerial level, certified by a Supervisory Officer • Completed courses in School Board Management from an accredited institution (see Appendix A) | | | <p style="text-align: center;">Payments Accepted</p> <p style="text-align: center;">Online Banking</p> <p>Online payments will be accepted upon successful enrollment in the program*. Students will have until 3 business days prior to the course start date to pay. After this date, a late fee will apply. For more information, please see Page 3 of this application package.</p> <p style="text-align: center;">Credit Card Payments/Pre-authorized Debit</p> <p>Students wishing to make credit card or pre-authorized debit payments can do so via the Lakehead MyInfo portal. Students can log in to myinfo.lakeheadu.ca, and select the "student" option on the right hand menu. After that, find the header "My Financial Profile" on the centre of the page, and select "Make a payment", then follow the prompts.</p> <p>___ Online/Telephone Banking</p> <p>___ Credit Card/Pre-authorized debit</p> | | |
| <p>Required Documentation:</p> <p>Please indicate the following are completed and attached.</p> <p>___ Tuition \$1350.00 – Includes \$150.00 non-refundable application processing fee. If paying by online banking, please refer to Page 3*.</p> <p>___ Transcripts of degrees (Bachelor's, Master's or SO Qualified Profession, School Board Management)</p> <p>___ Completed <i>Proof of Successful Business Experience Form</i></p> | | | | | |
| Applicant's signature: | | | Date: | | |

| | | | |
|--|----------|-------------|----------|
| FOR OFFICE USE ONLY | Approved | Conditional | Declined |
| NOTES | | | |
| <small>Personal information on this form is collected pursuant to section 3 of the Lakehead University Act and will be used to assess and process this application. Any questions on this collection should be directed to: The Chair, Professional Development in Education, Faculty of Education, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1; telephone: (807) 343-8178.</small> | | | |



PROOF OF SUCCESSFUL BUSINESS EXPERIENCE

Supervisory Officer's Qualification Program

This statement must be completed by a Supervisory Officer (Director, Superintendent or Assistant Superintendent) of a District School Board or, for those whose teaching experience has been outside of Ontario, an appropriate Supervisory Officer. (Reg.176/10). For teachers whose experience has been with a First Nations Education Authority or with a private school, the Ontario College of Teachers requires this form to be signed by a Supervisory Officer with the Ontario Ministry of Education.

Applicants for the Supervisory Officer's Qualification Program must provide proof of seven years of successful business experience, at least three of which were at the managerial level. The experience must have been completed as one of the following: architect, certified general accountant, certified management accountant, chartered accountant, lawyer or professional engineer, registered professional planners, Human Resources Professional (CHRP designated), or other Professional as approved by the College of Teachers.

This is to certify that _____ has a minimum of
(Name of Candidate)
seven years of successful business experience, three of which at the managerial level.

Name of Supervisory Officer _____

Signature of Supervisory Officer _____

Bachelor's Degree Institution _____

Master's Degree Institution _____

Return to:

Option A

SOQP@lakeheadu.ca

Option B

Professional Development in Education

Faculty of Education

Lakehead University

Thunder Bay, ON P7B 5E1



Paying Student Fees

Payment Information

To avoid late fees, payment for SOQP Modules should be made at least 3 days prior to the start of the course. If registering past the deadline, payments should be made within 2 business days to avoid late fees.

Credit Card Payments/Pre-authorized Debit

Students wishing to make credit card or pre-authorized debit payments can do so via the Lakehead MyInfo portal. Students can log into myinfo.lakeheadu.ca, and select the "student" option on the right hand menu. After that, find the header "My Financial Profile" on the centre of the page, and select "Make a payment", then follow the prompts.

Internet or Telephone Banking

Students can pay their fees using Internet/Telephone banking at participating Banks and Credit Unions. Please see below for direct links. If your bank is not listed, please contact them directly for more information.

Lakehead University must be set up as a bill in the "pay a bill" option. You will receive a prompt asking for a Payee/Company name, enter "Lakehead University" and the Account number is your student Id number.

*Your student ID number will be generated after your application has been processed. You will receive this information in an email.

| Canadian Financial Institutions | |
|---|---|
| Bank of Montreal | (800) 363-9992 |
| CIBC | (800)465-2422 |
| Royal Bank | (800)769-2511 |
| Scotiabank | (800)267-1234 |
| TD Canada Trust | (866)222-3456 |
| National Bank of Canada | (800)483-5628 |
| Ontario Credit Unions | Please contact your local credit union directly |

INSTRUCTIONS

This attestation form should only be completed when the Assistant Deputy Minister of the Instruction and Leadership Development Division (as the delegate of the Minister of Education) is being asked to consider post-secondary education and experience relevant to the role of a business supervisory officer and equivalent to the program in school board management under s.1(4)(b) of Ontario Regulation 309 under the *Education Act*.

The managing supervisory officer or the director of education must sign and date the form and indicate if, in his/her opinion, the applicant (herein referred to as "candidate") has relevant experience and education which is equivalent to the school board management program.

Upon completion, this attestation form must be submitted along with appropriate documentation to the Supervisory Officer Qualification Program (SOQP) provider. The SOQP provider will submit a request on behalf of the candidate to the Ministry of Education for review of the relevant education and experience to be deemed equivalent to having completed the program in school board management under s.1(4)(b) of Ontario Regulation 309 under the *Education Act*.

Section 1: Candidate Information

State the candidate's full legal name and current business experience in school board administration.

First Name

Middle Name

Last Name

Job Title

School Board

Years of experience in school board administration relevant to the role of a business supervisory officer

Section 2: Declaration

Indicate whether, in the opinion of the signatory, the candidate has post-secondary education and experience that is relevant to the role of a business supervisory officer and equivalent to the program in school board management.

You are asked to confirm that in your opinion:

- The candidate has a minimum of seven years of school board administration experience relevant to the role of a business supervisory officer.
- The candidate's combination of post-secondary education and experience is equivalent to the compulsory graduate courses in school board administration and/or school board finance.

NOTES:

1. Please refer to Appendix A for the definition of the program in school board management and descriptions of the elements of the compulsory graduate courses in school board administration and school board finance.
2. You must be able to provide the documentation or evidence on which you base this opinion, if asked to do so by the ministry.

In my opinion the candidate named above has (check all that apply):

A minimum of seven years of school board administration experience relevant to the role of a business supervisory officer; **and**

A combination of post-secondary education and experience equivalent to the school board management graduate courses (described in Appendix A) in,

School Board Administration; and/or

School Board Finance

Managing Supervisory Officer **OR** Director of Education

Name

Signature

Date

FOR MINISTRY USE ONLY

The candidate is hereby deemed equivalent to having completed the following courses that comprise the program in school board management under s.1(4)(b) of Ontario Regulation 309 under the *Education Act*.

School Board Administration; and/or

School Board Finance

Signature of Minister of Education or Delegate

Date

Appendix A: Definition and Mandatory Courses Descriptors

The program in school board management is defined in Ontario Regulation 309 under the *Education Act* as:
“two compulsory graduate courses approved by the Minister that are offered by an institution that grants acceptable post-secondary degrees, one of which is a course in school board finance and the other in school board administration, and four optional graduate courses approved by the Minister that are offered by an institution that grants acceptable post-secondary degrees in education, public administration or political science.”

SCHOOL BOARD ADMINISTRATION

- **Educational Politics and Policy:** Strong understanding of the role of government and bureaucratic controls in education, and the intended and unintended impact of policies.
- **Educational Leadership:** Experience in leadership roles within the educational context. Has understanding of interpersonal relationships and behaviour in educational settings, including staff development, team building and motivation.
- **Social Context:** Knowledge of social impacts and roles within school setting and larger community. Demonstrated experience with diversity of schools including differing objectives, philosophies, and values; multiculturalism and social justice, equity, race, class, gender and language; parental influence, stakeholder management, school reform, etc.
- **Organizational and Change Theory:** Strong understanding of the organizational components within the Ontario education system. Specifically management of school board human resources, structure, culture, roles and outcomes, change issues related to school reform and building capacity for personal and organizational change.
- **Personnel Management:** Experience with evaluation and supervision of personnel and implications for policy and practice in educational organizations. Includes performance evaluation policies and procedures, legal context, political dimensions, and recruitment, selection and retention of personnel.

SCHOOL BOARD FINANCE

- **Finance Theory:** Demonstrated knowledge of the implications of educational finance for elementary and secondary schools. Understanding of critical issues may include equity, accountability, efficiency, and adequacy of educational revenues and expenditures.
- **Education Funding:** Strong understanding of the provincial grant systems within context of political governance and economics of education. Has experience dealing with how resources are raised, allocated, budgeted for, economically justified and accounted for.