

Executive Boardroom Education Program

An Intensive Course for Senior Executives (EBEP)

Application for Admission

COURSE OVERVIEW

Jointly developed by the Institute of Corporate Directors and the University of Toronto's Rotman School of Management, Executive Boardroom Education Program is a state-of-the-art, skill-building program **designed for senior executives across the for-profit, non-profit, and Crown sectors who want to improve their interactions with their board of directors and excel in the boardroom.**

WHO SHOULD ATTEND?

The EBEP program is intended to meet the needs of Senior Executives who are required to report/present to a board of directors.

* Please note that this is not an open-enrollment course, and ICD reserves the right to limit admission to applicants with an appropriate level of experience. Space is limited and there is no guarantee of admission into the program.

ELIGIBILITY REQUIREMENTS

- Experienced Senior Executives with 5+ years in a management role.
- Except in exceptional situations, all admitted participants would have appropriate experience as an executive reporting and/or presenting to a board of directors within the last 12 months. Consideration will also be given to executives who will be presenting to a board in the near future.

Potential applicants who are unsure if their experience or motivation is suitable for admission to the EBEP are encouraged to email the Program Officer, Education at education@icd.ca to request a consultation regarding their eligibility.

REQUIRED FROM THE APPLICANT

1. Application form and current resume
2. A reference from your employer attesting that you meet the eligibility criteria
3. Program fee

Applicants are strongly encouraged to submit a completed application to the Admissions Committee of the Executive Boardroom Education Program (EBEP) as early as possible. All applications are date stamped and completed applications take priority.

NOTICE OF ADMISSION

Applicants will be updated on the status of their application by email within 2 business weeks of receipt of an application.

COURSE FEE

Non-Members - \$7,895 plus applicable taxes

Members - \$7,500 plus applicable taxes

*Non- members receive a one-year ICD membership (valued at \$395) on admission into the program.



Executive Boardroom Education Program Application Form

City	EBEP Course Location (City)	Course Start Date
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APPLICANT

Mr. Ms. Mrs. Dr.

Last Name	First Name	Middle Initial
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Preferred Name

BUSINESS CONTACT DETAILS

Current Title/Position

Company/Organization

Street Address	Suite Number
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City	Province/State	Postal/Zip Code
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Telephone	Ext.	Fax	Participant E-mail
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Assistant's E-mail	Company Web site
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PLEASE CHECK THE TYPE OF BOARD EXPERIENCE YOU CURRENTLY HAVE OR WILL HAVE IN THE NEAR FUTURE:

- Committee work Present to the Board Q&A with the Board

Please share below your reasons for applying to this course with the Admissions Committee.

METHOD OF PAYMENT

Visa Mastercard Cheque (Please make cheque payable to the **Institute of Corporate Directors**)

Non-Members - \$7,895 plus applicable taxes

Members - \$7,500 plus applicable taxes

*Non- members receive a one-year complimentary ICD membership (valued at \$395) on admission into the program.

Card #

Expiry Date (mm/yy)

Name on Card

Signature of Applicant

Authorized cardholder signature (if different from applicant)

Date

Course fees are due at the time of application. In the event that the applicant is not admitted into the course, a refund will be issued.

CANCELLATION POLICY

Refunds will be given for cancellations received in writing to the ICD no later than 14 days before the start date of the course, and will be subject to an administrative fee of \$250 (plus applicable taxes). No refunds or credits will be provided for cancellations received less than 14 days before the start date of the course. Non-attendance will incur the full course fee. Should the ICD need to cancel or postpone a course offering, applicants will be issued a full refund.

COLLECTION OF PERSONAL INFORMATION AND PROTECTION OF PRIVACY

For more details visit www.icd.ca/privacy.

DECLARATION

I hereby certify that all statements on the application and in any material filed in support hereof are true, correct and complete and all material information has been disclosed. I understand that if the Institute of Corporate Directors (ICD) finds to the contrary, my association with, admission to, or registration in the course may be rescinded and cancelled after notice in writing to me. Once registered in the course, I understand that I am fully responsible for all fee payments. I pledge to conduct myself in a manner of integrity, honesty and respect for individuals in the ICD community. If I am found to act in a manner contrary to the aforementioned values, I understand that I may be required to withdraw from the course.

SIGNATURE

Applicant's Signature

Date

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:

Institute of Corporate Directors
 2701–250 Yonge Street, Toronto, ON Canada M5B 2L7
 T: 416.593.7741 x291 T: 1.877.593.7741 x291 F: 1.888.398.4794
education@icd.ca
www.icd.ca