

BOARD DYNAMICS FOR EXECUTIVES (BDE)

Professional Development Program for Senior Management

Application for Admission

COURSE OVERVIEW

Jointly developed by the Institute of Corporate Directors and the University of Toronto's Rotman School of Management, Board Dynamics for Executives (BDE) offers a fresh perspective on optimizing management-board effectiveness.

WHO SHOULD ATTEND?

The BDE course is specifically developed to address the needs of senior executives who are required to report and/or present to a Board of Directors. The ICD will be seeking a cross section of executive leaders from Profit, Not-for Profit and Crown organizations.

* 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 good business acumen developed through 5+ years in a senior executive management role (C-suite, managing director).
- 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 BDE 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. Program Fee

Applicants are strongly encouraged to submit a completed application to the Admissions Committee of the Board Dynamics for Executives (BDE) course 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

Members - \$5,500 plus applicable taxes

Non-Members - \$5,895 plus applicable taxes

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

Board Dynamics for Executives (BDE) Application Form

BDE Course Location (City)

Course Start Date

The ICD receives applications from many qualified applicants wishing to participate in the BDE course and there is no guarantee of admission. Should class space not be available for the program start date to which you have applied - do you wish to have your application forwarded to the next available program for consideration by the Admissions Committee?

Yes No If Yes, please note the preferred city _____

APPLICANT

Mr. Ms. Mrs. Dr.

Last Name

First Name

Middle Initial

Preferred Name

Full name as it should appear on graduation certificate

Current Title/Position

Company/Organization

Type of Company

Public For Profit Private For Profit Commercial Crown Not-For-Profit (including NFP Crowns)

Industry Sector (ie: Banking, Energy, Mining, Health Care, etc.)

BUSINESS CONTACT DETAILS

Street Address

Suite Number

City

Province/State

Postal/Zip Code

Telephone

Ext.

Fax

E-mail

Assistant's E-mail

Company Web site

HOME CONTACT DETAILS

Street Address _____ Suite Number _____

City _____ Province/State _____ Postal/Zip Code _____

Telephone _____ Fax _____

Cellular _____

Preferred mailing address: Business Home

ICD MEMBERSHIP STATUS

ICD Member? Yes No Member ID: _____

*If you require assistance with your membership information, please contact the ICD at membership@icd.ca or 1.877.593.7741 x289.

EDUCATION (where you earned your highest degree)

Name of Institution _____ Degree Earned _____ Year of Graduation _____

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.

CANCELLATION POLICY

The ICD will provide a refund for the course, if notification is received in writing, no later than 10 days prior to the start date for the program. Notifications should be addressed to education@icd.ca. For those individuals who acquired a membership to ICD, as a result of acceptance into the course, that membership will be cancelled along with the course cancellation.

Approved cancellations will be provided as a credit to an account, to be used on other courses offered by ICD (subject to qualifying for the course) within a one-year timeframe. Once another course is confirmed, the ICD membership will be reinstated.

No refunds will be provided for cancellations received less than 10 days before the start date of the course. Non-attendance will incur the full course fee. In the event the ICD cancels or postpones a course, applicants will be issued a full refund and receive a complimentary one-year ICD membership as a token of appreciation.

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
Attn: BDE registration administrator

2701–250 Yonge Street, Toronto, ON Canada M5B 2L7

T: 416.593.7741 x248 T: 1.877.593.7741 x248 F: 1.888.398.4794
education@icd.ca
www.icd.ca



METHOD OF PAYMENT

Visa Mastercard

Members - \$5,500 plus applicable taxes

Non-Members - \$5,895 plus applicable taxes

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.

SOCIAL INSURANCE NUMBER

The Canada Revenue Agency (CRA) requires not-for-profit and educational institutions to include a Social Insurance Number (SIN) with all filings of the T2202 Education and Textbook Amounts Certificate form. The ICD must provide this information to the CRA in order to issue course participants a receipt for income tax purposes.

If you wish to provide this information through our secure webpage, please indicate so below and visit <https://icd.ca/secureSIN>. If you DO NOT require a receipt for income tax purposes, we kindly ask that you click the box below and confirm your decision to decline.

For more information regarding the new CRA requirements, please refer to the [CRA website](#).

Online Submission

OPT OUT – No Tax Receipt Required

SIN Applicant's Signature