

Boardroom Financial Essentials (BFE)

Application for Admission

COURSE OVERVIEW

The ICD's Boardroom Financial Essentials course is an immersive, one-day program designed to help directors better execute their core responsibilities. This is not a finance course for non-financial managers, or an accounting course steeped in ratio analysis. This is a course designed by directors, for directors that focuses on linking financial discussions to strategic oversight of their organization.

The course's unique framework will allow participants to experience real-life board issues, learning about and delving into the financial aspects associated with them. Participants will have the opportunity to tackle some of the more financially-oriented agenda items that directors encounter and need to work through, including:

- Linking financial plans to strategic plans
- Audit Committee reports, and the role of the non-audit committee director
- Connecting strategy and risk oversight with capital projects and expenditures
- Executive compensation and bonuses
- Unique financial issues for not-for-profit/charitable organizations

WHO WOULD BENEFIT? WHO SHOULD ATTEND?

The Boardroom Financial Essentials program is intended for:

- Directors of both for-profit and not-for-profit organizations seeking to become better-versed in the financial aspects of board work
- Directors and executives from non-financial backgrounds, who would like to gain a deeper understanding of how financial considerations can impact their work
- Aspiring directors who would like to learn about the financial aspects of boardroom decision making before stepping onto a board.

* 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.

NOTICE OF ADMISSION

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

MEMBERSHIP IN THE ICD

The Institute of Corporate Directors is committed to providing its members with a wide range of tools, resources and services that support them in being effective directors and creating high-performing boards. If you are currently a non-member of the ICD, included in your BFE application fee is a one-year ICD membership.

COURSE FEE

For ICD.Ds with membership in good standing: \$950 Plus Applicable Taxes (see below chart)

For current ICD members: \$1,050 Plus Applicable Taxes (see below chart)

For non-members: \$1,395 Plus Applicable Taxes (see below chart)

APPLICABLE TAXES: (Taxes are based on program location, not the applicant's address)

Location	AB	BC	MB	NL	NS	ON	QC	SK
Applicable Tax Rate	5%	5%	5%	15%	15%	13%	14.975%	5%



Boardroom Financial Essentials Application Form

City	BFE Course Location (City)	Course Start Date
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Should class space not be available for the course to which you have applied – would you like your application forwarded to the next available class?

☐ Yes ☐ No If Yes, please note the preferred city _____

APPLICANT

Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐

Last Name	First Name	Middle Initial
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Preferred Name _____

BUSINESS CONTACT DETAILS

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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HOME CONTACT DETAILS

Street Address	Suite Number
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City	Province/State	Postal/Zip Code
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Telephone	Fax
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Cellular _____

Preferred mailing address: ☐ Business ☐ Home

ICD MEMBERSHIP STATUSICD Member? ☐ Yes ☐ No

Member Since: _____

ICD Chapter: _____

Member ID: _____

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

CURRENT EMPLOYMENT

Current Title/Position _____

Company/Organization _____

Type of Company: ☐ Public For Profit ☐ Private For Profit ☐ Commercial Crown ☐ Not-For-Profit (including NFP Crowns)Company Size (by annual gross revenue): ☐ Under \$500 million ☐ Over \$500 million ☐ Over \$1 billion

Industry Sector (select one from the choices below):

- | | | |
|--|---|---|
| <input type="checkbox"/> Academia & Education | <input type="checkbox"/> Entertainment & Media | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> Advertising & Marketing | <input type="checkbox"/> Environment | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Accounting & Financial Services | <input type="checkbox"/> Government | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Agriculture & Food Production | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Retail & Consumer Products |
| <input type="checkbox"/> Aviation & Aerospace | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Security & Defense |
| <input type="checkbox"/> Banking, Finance & Investments | <input type="checkbox"/> Industrial | <input type="checkbox"/> Tourism & Hospitality |
| <input type="checkbox"/> Broadcasting & Telecommunications | <input type="checkbox"/> Insurance | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Building & Construction | <input type="checkbox"/> Medical & Healthcare | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Consumer Products & Manufacturing | <input type="checkbox"/> Mining | |
| <input type="checkbox"/> Energy & Power | | |

PREVIOUS EMPLOYMENT EXPERIENCE

1. _____
 Title/position Company/Organization Years Held i.e. 2001-2009

2. _____
 Title/position Company/Organization Years Held i.e. 2001-2009

3. _____
 Title/position Company/Organization Years Held i.e. 2001-2009

4. _____
 Title/position Company/Organization Years Held i.e. 2001-2009

5. _____
 Title/position Company/Organization Years Held i.e. 2001-2009

EDUCATION (where you earned your highest degree)

Name of institution	Degree Earned	Year of Graduation
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PLEASE LIST BOARD EXPERIENCE

ORGANIZATION	TYPE OF COMPANY i.e.: Public For Profit, Private For Profit, Commercial Crown, Not-For-Profit (including NFP Crowns)	SIZE OF ORGANIZATION REVENUE i.e.: Under \$500 million, Over \$500 million, Over \$1 billion	INDUSTRY SECTOR Refer to industry sector selection on page 3 under Current Employment.	BOARD POSITION i.e.: Chair, Vice-Chair, Audit Committee Chair, Governance Committee Member	YEARS SERVED i.e.: 2001-2005

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. Complimentary membership will be revoked in case of a 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 BFE 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: BFE registration administrator

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

T: 416.593.7741 x289

T: 1.877.593.7741 x289

F: 1.888.398.4794

education@icd.ca

www.icd.ca

METHOD OF PAYMENT

- ☐ Enclosed, please find my cheque payable to the **Institute of Corporate Directors**
- ☐ I would like to make payment by: ☐ Visa ☐ MasterCard
- ☐ For ICD.Ds with membership in good standing: \$950 Plus Applicable Taxes (see chart on page 1)
- ☐ For current ICD members: \$1,050 Plus Applicable Taxes (see chart on page 1)
- ☐ For non-members: \$1,395 Plus Applicable Taxes (see chart on page 1)

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

SINApplicant's Signature
