



Diploma in School Board Administration



Application Form

Diploma in School Board Administration

Website: <https://www.schoolboardadmin.com/home>

Name (first, last): _____

Address to receive information: Home Business

Street: _____

City: _____

Province: _____ Postal Code: _____

Employer: _____

Telephone: Home: _____ Business: _____

Email: _____

(Course confirmation will be sent by email)

I have completed the request for my official transcript from the last post-secondary education program I have completed (e.g., certificate, diploma, degree, etc.) be forwarded to Open Learning and Educational Development (*Please see mailing address on Page 2*).

Certificate (*Identify Topic and Institute*):

Diploma (*Identify Topic and Institute*):

Bachelors Transcript (*Identify University/College/Institute*):

Masters Transcript (*Identify University/College/Institute*):

The **Diploma in School Board Administration** program is offered jointly by the Ontario Association of School Business Officials (OASBO) and Open Learning and Educational Support (OpenEd), University of Guelph. The program:

- Requires the completion of 6 core online courses and 4 elective classroom based courses (each elective course is 1 week offered in July).
- Applicants without post-secondary education must provide the following for consideration: (1) professional resume; (2) cover letter addressing goals and objectives for engaging in the program; and (3) a minimum of 2 professional reference letters.
- Diploma applicants must provide proof of having successfully completed post-secondary education (e.g., transcript; record of proof)
- All courses provide 40 contact hours
- The minimum passing grade is 50%

I have read and understand the terms of this application:

Authorizing Signature: _____ **Date:** _____

Please submit the completed Application Form

(scan completed application and email attachment, or mail hard copy):

Open Learning and Educational Support, University of Guelph,

160 Johnston Hall, Guelph, ON N1G 2W1

Phone: 519-767-5000 Fax: 519-767-1114

Email: info@OpenEd.uoguelph.ca