



SUPERVISORY OFFICER'S QUALIFICATION PROGRAM **BUSINESS ADMISSION REQUIREMENTS**

As required by Regulation 309 of the legislation, applicants shall have:

- 1. Seven (7) years of successful experience in business administration, including at least three (3) years in a managerial role relevant to the role of business supervisory officer (detailed **original** letters from Board Directors/Heads of Companies, indicating job titles, specific dates in the role, detailed responsibilities, evidence of managerial experience.)
- 2. Acceptable university degree (**original transcripts**, sent to provider of SOQP directly from the University.)
- 3. Holds: 1) Master's degree (**original transcript**, sent to the SOQP provider by the University.)

OR

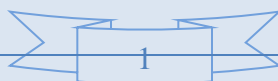
- 2) Qualified to practice as an
 - architect
 - certified general accountant
 - certified management accountant
 - chartered accountant
 - lawyer or
 - professional engineer
 - registered professional planners
 - Human Resources Professional – CHRP designated
 - other as approved by the Minister

Candidates must request a letter of good standing from their governing body be sent to the provider.

- 4. Completed successfully a program in school board management (**original transcripts required**)

"Program in school board management means"

- Two (2) compulsory graduate courses approved by the Minister that are offered by a university,
 - one of which is a course in school board finance, and
 - the other in school board administration,AND
- Four (4) optional graduate courses approved by the Minister that are offered by a university in education, public administration, or political science



HOWEVER,

4.1 a person who is the **holder of a master's degree** that is an acceptable university degree and who successfully completes a graduate course, either as part of or in addition to the courses necessary to obtain the degree, in each of **school board finance** and **school board administration** at a **university** shall be deemed to have **completed a program in school board management,**

or

4.2 a person who is the holder of an acceptable university degree AND who is a

- certified general accountant,
- certified management accountant, or a
- chartered accountant

shall be deemed to be a person who has completed the four optional graduate courses as part of a program in school board management.

4.3 a person who is the holder of an acceptable university degree **AND** who is an

- architect
- lawyer, or a
- professional engineer
- will be required to take all 6 courses of a program in school board management

This document is intended to act as guideline only. For additional information, please contact the Ministry of Education, Leadership Development Branch 1-800-263-2892 or contact EOSDN 613-533-6223.