



1224 West Owens Avenue – PO Box 7128
Phone: 701.255.4127 – Fax: 701.258.7992
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North Dakota School of Business Managers Certification Program
Course Registration Form
Ramkota Hotel – 800 South Third Street, Bismarck
October 28, 2017

Student Name: _____

Student Email: _____

School District: _____

Check all courses in which you plan to enroll and calculate the total below. Please make check payable to the North Dakota School Business Manager Certification Program.

Course	Cost
<input type="checkbox"/> Introduction to Payroll Opt-Out Test	\$50
<input type="checkbox"/> Introduction to Accounting Opt-Out Test	\$50
<input type="checkbox"/> Human Resources I (3 credits)	\$150
<input type="checkbox"/> Open Meeting and Record Laws (2 credits)	\$100
<input type="checkbox"/> I have a credit to apply	(\$)
TOTAL:	\$ _____

Course costs are as follows:

Cost per credit hour = \$50
Cost per opt-out test = \$50

All course fees are due **prior to the course start date** unless students make alternative arrangements.

Mail completed form and payment to **North Dakota School Business Manager Certification Program, P.O. Box 7128, Bismarck, ND 58507-7128.**



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***Introduction to Accounting and Introduction to Payroll Opt-Out Tests**

Students who do not take Introduction to Accounting and Introduction to Payroll opt-out tests will have the option of enrolling in payroll and accounting courses this winter.

The tests links will be emailed to students with instructions on when the opt-out test must be completed. Each student will be required to have a school administrator proctor the test(s) and submit a proctor verification form to NDSBA (available at www.ndsbmcp.org under forms). If students do not pass these tests, NDSBA will apply the \$50 test fees to the online payroll and accounting courses offered in the winter.

Human resources I, Hiring, evaluations, and termination (3 hours): Course covers creating job announcements, determining appropriate wages, the difference between contracted and at-will employees, application of open records laws when hiring and evaluating, resignations, business manager's role in nonrenewal and discharge hearings, and responding to unemployment claims.

Open records and meetings (2 hours): Session will cover basic sunshine law definitions, guide participants through meeting posting processes, responding to records requests, holding an executive session, minute taking, basic parliamentary procedure, and instruction on using state sunshine laws to inform best business and board practices.