



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"/> Ancillary Services (3 credits)	\$150
<input type="checkbox"/> Asset Management (4 credits)	\$200
<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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Ancillary services management (3 hours): Focuses on special area budgeting, accounting, decision making, and statutory requirements for the following topics: risk management, vendor relations, management of support services (e.g., transportation, food service; facility operation and maintenance), construction projects, joint powers agreements, and facility rental/use by outside groups.

Asset management, investing, and bonding (4 hours): Introduction to basic principles of banking, deposits, loans, investments, issuing bonds, indebtedness, and capital with specific emphasis on requirements and restrictions governing North Dakota public schools. Also covers evaluating, managing, and forecasting investment accounts.