



# Business Certification Program™ for Professionals in Independent Schools

## CONTACT INFORMATION:

BCP Registrar, ISM

PHONE 302-656-4944

FAX 302-656-0647

EMAIL BCPRegistrar@isminc.com

WEB isminc.com/BCP

## APPLICATION FOR BCP-E CERTIFICATION

All forms are available at [isminc.com/BCP](http://isminc.com/BCP)

For more information, please refer to the handbook available on [isminc.com/BCP](http://isminc.com/BCP)

Congratulations on pursuing your Business Certification sponsored by Independent School Management (ISM). This certification represents your commitment to the Guiding Principles for Business and Operations, your dedication to your profession, and your desire to continually improve your professional skills and standing. We hope you will display your certificate in your office and share your rewarding experience with others in the profession.

Please keep a copy of every completed form, including all documentation, for your records, as your submissions will NOT be returned. For more details about the requirements, refer to the handbook.

Allow 8–12 weeks for processing.

Mail forms to:

**BCP Registrar, ISM**

1316 N. Union Street

Wilmington, DE 19806

## PAYMENT INSTRUCTIONS

Fee must be included with your application form. NO REFUNDS WILL BE MADE, regardless of whether or not a certification is granted. Application fee is subject to change without notice.

### Check or Money Order

Please make payable to **Independent School Management**.

### Credit Card

Visa    MasterCard    Amex    Discovery

Card No.

CW

\_\_\_\_\_  
Name on Card (Please print)

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Billing ZIP/Postal Code

\_\_\_\_\_  
Amount

\$425

\_\_\_\_\_  
Signature

[ SECTION I ] APPLICANT INFORMATION

First	Middle Initial	Last	Suffix
Title		Years at Current School	Dates
Who reports to you?		To whom do you report? (please indicate title)	

**Address**  Home  Work

Street

City State ZIP/Postal Code Country

**Contact Information**  Home  Work  Cell

Phone Email

**Current School Information**

School Name	School Head
Street	Total Number of Students
City State ZIP/Postal Code	Total Number of Families
Country	Grades Taught at School
Phone	Type of school
Web	Religious Affiliation

Boarding  Day  Both
  Faith-based  Secular

[ SECTION II ] EXPERIENCE

Employer	Name of Supervisor and Title		
Street	City	State	
ZIP/Postal Code	Country	Phone	
Position Held	Dates (MM/YY through MM/YY)	Qualifying Independent School Years	
Job Description			

[SECTION II] Experience continued

Employer		Name of Supervisor and Title	
Street		City	State
ZIP/Postal Code	Country	Phone	
Position Held	Dates (MM/YY through MM/YY)	Qualifying Independent School Years	
Job Description			

  

Employer		Name of Supervisor and Title	
Street		City	State
ZIP/Postal Code	Country	Phone	
Position Held	Dates (MM/YY through MM/YY)	Qualifying Independent School Years	
Job Description			

  

Employer		Name of Supervisor and Title	
Street		City	State
ZIP/Postal Code	Country	Phone	
Position Held	Dates (MM/YY through MM/YY)	Qualifying Independent School Years	
Job Description			

[ SECTION III ] LEADERSHIP ACTIVITIES

Check three activities that reflect your leadership role and attach a description of each. These activities must be fully documented in the Head's letter of recommendation and be placed within your portfolio.

- Involvement with strategic planning
- Responsibility for budget creation, oversight, and management
- Mentoring of a direct report or colleague
- Leading a conference presentation or workshop
- Publication of articles
- Supervision of at least two direct reports

[ SECTION IV ] NON-ISM FINANCE AND OPERATIONS CONFERENCE

All candidates must participate in a non-ISM Finance and Operations Conference. Provide adequate documentation for verification.

Conference	Name of Sponsoring Organization	Dates Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>

[ SECTION V ] ISM BUSINESS AND OPERATIONS ACADEMY

All candidates are required to attend the ISM Business and Operations Academy.

Name of Mentor	Dates Attended
<input type="text"/>	<input type="text"/>

[ SECTION VI ] CREDIT REQUIREMENTS: 50 CREDITS IN FIVE YEARS

Executive Level candidates are required to obtain 50 credits in a five-year period. Minimum of 10 out of the 50 credits must be obtained through ISM. Please attach any documentation provided by the sponsoring organization.

**Finance and Operations Conference (Non-ISM):** 10 credits (Applicant may use 1 additional finance and operations conference to be counted toward credit requirements.) Provide adequate documentation for verification.

Conference	Name of Sponsoring Organization	Dates Attended	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBTOTAL

**Online Learning/Webinar:** 1 hour = 1 credit (For an ISM-sponsored online learning/Webinar, only the date(s) of the Webinar(s) are needed. For non-ISM sponsored Webinar, attach any documentation provided by the organization.)

Name of Course and Presenter	Name of Sponsoring Organization	Dates	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBTOTAL

**CEUs:** Five credits (maximum of 20 credits); applicants must provide a copy of the CEU certificate to obtain credit

Name of Course and Presenter	Name of Sponsoring Organization	Dates	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBTOTAL

**Workshops:**

ASSOCIATION WORKSHOPS	I-DAY WORKSHOPS	3-DAY WORKSHOPS	
1 hour = 1 credit	10 credits	30 credits	
Name of Workshop and Presenter	Name of Sponsoring Organization	Dates	Credits
Name of Workshop and Presenter	Name of Sponsoring Organization	Dates	Credits
Name of Workshop and Presenter	Name of Sponsoring Organization	Dates	Credits
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Name of Workshop and Presenter	Name of Sponsoring Organization	Dates	Credits
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SUBTOTAL

**TOTAL CREDITS ACCRUED:**

[ SECTION VII ] VOLUNTEERISM

20 hours per year for the previous five years (i.e., 100 hours). Attach any documentation provided by the agencies for which you volunteered.

**Activity 1**

Name of Service/Activity	Dates
Sponsoring Agency/Organization	Hours
Description of Service/Activity:	

**Activity 2**

Name of Service/Activity	Dates
Sponsoring Agency/Organization	Hours
Description of Service/Activity:	

**Activity 3**

Name of Service/Activity	Dates
Sponsoring Agency/Organization	Hours
Description of Service/Activity:	

**Activity 4**

Name of Service/Activity	Dates
Sponsoring Agency/Organization	Hours
Description of Service/Activity:	

**Activity 5**

Name of Service/Activity	Dates
Sponsoring Agency/Organization	Hours
Description of Service/Activity:	

**TOTAL HOURS ACCRUED:**

## [ SECTION VIII ] DOCUMENTS

Be sure to attach the listed required documents with your application.

- Letter of recommendation** (*must include five leadership activities*)
- Signed affirmation of the Guiding Principles**
- Professional action plan** (*developed at the ISM Business and Operations Academy*)
- Reflection** (*two-page, single-spaced description of the successes and lessons learned from the professional action plan*)
- Peer review** (*your peer's contact information, three core institutional documents, and a letter stating that your peer has reviewed and made recommendations*)

## [ SECTION IX ] AFFIRMATION

I declare that the information in this form and all materials submitted with it are true and correct.

SIGNATURE

DATE



# Guiding Principles

## *for Business and Operations Professionals*

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### **Business and Operations Mission**

As school business leaders:

- We support the mission of our schools.
- We understand that the culture of private-independent schools must be valued and protected, and work tirelessly to support high-performing faculty and student cultures.
- We ensure compliance with regulatory and governmental requirements.

### **Core Values for Business and Operations Professionals**

- Students come first. The school's mission must clearly reflect this commitment. Finance and operations professionals are unwavering in their support of this commitment.
- The school's mission is paramount in our decisions and actions. The mission statement is not a meaningless set of words. It is values-rich, and we strive to bring it to life.
- We conduct business and represent our schools in an ethical, honorable, and professional manner. We understand that, to represent our schools, our relationships matter and we build trust with each personal interaction.
- We respect, value, and serve each stakeholder in our school community. We understand and accept that private-independent schools are collegial in nature, and that student and faculty cultures are foundational to build a high-quality and enduring reputation.
- We are committed to privacy and confidentiality. We understand that much of the information we deal with is highly confidential, and that the school's reputation could suffer when privacy and confidentiality is breached. We safeguard all data and honor the privacy of all constituents.
- We are committed to professional growth, industry innovation, emerging issues and opportunities, and the utilization of effective tools to accomplish our work.

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*I affirm ISM's Guiding Principles and commit to following them in my professional practice in the schools I serve.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (Print) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGN AND RETURN THIS FORM TO **BCP REGISTRAR, ISM** AND KEEP A COPY FOR YOUR RECORDS.



**Independent School Management**  
1316 N. Union Street, Wilmington, DE 19806

**PHONE** 302-656-4944  
**FAX** 302-656-0647

**EMAIL** [bcpreistrar@isminc.com](mailto:bcpreistrar@isminc.com)  
**WEB** [isminc.com/bcp](http://isminc.com/bcp)

**f** [ismfanpage](#)  
**t** [@isminc](#)

# REQUIREMENTS OVERVIEW

<b>Designation</b>	<b>Professional BCP-P</b>	<b>Senior BCP-S</b>	<b>Executive BCP-E</b>
<b>Experience</b> <i>Experience requirements for Senior and Executive levels can include previous business/operations experience accepted at a ratio of 2 years to 1 year</i>	3 years business/ operations experience in private-independent schools	5 years business/ operations experience <i>(Minimum of 3 years in private-independent schools)</i>	10 years business/ operations experience <i>(Minimum of 7 years in private-independent schools)</i>
<b>Letter of Recommendation</b> <i>Letter of recommendation from your School Head</i>	Yes	Yes	Yes
<p>► <b>Leadership Activities</b> <i>Needs to be stated in your letter of recommendation</i></p> <ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Budget creation, oversight, and management</li> <li>• Mentoring of a direct report or colleague</li> <li>• Leading a conference presentation or workshop</li> <li>• Publication of articles</li> <li>• Supervising at least two direct reports</li> </ul>	N/A	2 required	3 required
<b>ISM's Guiding Principles</b>	Signed affirmation	Signed affirmation	Signed affirmation
<b>Non-ISM Finance and Operations Conference</b>	N/A	Yes	Yes
<b>ISM Business and Operations Academy</b>	Yes	Yes	Yes
<p>► <b>Professional Action Plan and Reflection</b> <i>Developed at the ISM Business and Operations Academy, applicants must submit the professional action plan along with the reflection—a two-page, single-spaced description of the successes and lessons learned from the plan.</i></p>	Yes	Yes	Yes
<b>Credits</b> <i>Through ISM or ISM-approved</i>	N/A	50 credits/5 years <i>(10 ISM credits required)</i>	50 credits/5 years <i>(10 ISM credits required)</i>
► <b>Finance and Operations Conference</b> <i>(non-ISM)</i>	N/A	10 credits <i>(10 credits maximum)</i>	10 credits <i>(10 credits maximum)</i>
► <b>Online Learning</b>	N/A	1 hour = 1 credit	1 hour = 1 credit
► <b>Association Workshops</b>	N/A	1 hour = 1 credit	1 hour = 1 credit
► <b>1-day Workshop</b>	N/A	10 credits	10 credits
► <b>3-day Workshop</b>	N/A	30 credits	30 credits
► <b>CEUs</b>	N/A	1 CEU = 5 credits <i>(20 credits maximum)</i>	1 CEU = 5 credits <i>(20 credits maximum)</i>
<b>Volunteerism</b> <i>Participate in volunteer activities performed outside the professional's school (giving back to the community).</i>	N/A	20 hours per year	20 hours per year
<b>Peer Review</b> <i>Core institutional documents submitted for review by your peer. Examples include, but not limited to, employee handbook, accounting policies and procedures handbook, investment policies, financial aid policies, internal controls, safety and health management, risk management plan, etc.</i>	N/A	Yes (2 documents)	Yes (3 documents)
<b>Interview with BCP faculty</b>	N/A	N/A	Yes