

CA School of Business - Student & Support Services

301, 1253 91 Street SW

Edmonton, AB T6X 1E9

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www.casb.com

CASB MENTOR REGISTRATION APPLICATION: MODULES 1 TO 5

Please email completed & signed form to CASB at generalregistrations@casb.com

DEMOGRAPHIC INFORMATION:

Legal Name: _____
(Print) First Middle Last

Preferred (known as) Name: _____ Female Male

Home Information:

Street Address: _____ City: _____
Province: _____ Postal Code: _____
Phone Number: _____ Cell Phone Number: _____
Home Email: _____

Business Information:

Employer: _____ Department: _____
Street Address: _____ City: _____
Province: _____ Postal Code: _____
Office Phone Number: _____ Direct Line: _____
Bus Email: _____

Preferred Email Address: Home Business

Please note that communications will be sent by email whenever possible. **An email address is required.**

CASB MENTOR MODULE INFORMATION:

Qualified CAs, CA students currently registered with CASB, or HR and Student Contacts are eligible to become CASB mentors. Mentor registration is for the calendar year. Annually, an update will be sent to all currently registered mentors to verify access for the upcoming year. CASB mentor registrations (and website access) may not be transferred to another individual. Each individual seeking to participate in the CASB Mentor Program must submit an application form.

I understand that the CASB Mentor Program provides access to Modules 1 to 5 materials. I understand and have agreed to the conditions in the CASB Mentor Confidentiality Agreement (signed copy must accompany this application form).

Signature of mentor: _____

Date: _____

CA SCHOOL OF BUSINESS
CASB MENTOR CONFIDENTIALITY AGREEMENT: MODULES 1 TO 5

Thank you for completing the CASB Mentor Registration Application. Further to the above form, please read and sign this agreement which is an integral part of the application.

This statement must be signed by each individual applying for access to the CASB mentor website before Blackboard IDs and passwords are assigned.

Please read carefully, complete, sign and return this agreement.

I understand and agree to the following statements regarding the use of the CASB learning materials:

- CASB materials and website content are proprietary. The module contents, reference materials, and online tutorials may only be used for the purpose of mentoring CASB students in your CA Training Office.
- CASB does not authorize the provision of copies or access to other parties – including other persons in your CA Training Office. Providing copies or unauthorized access may result in disciplinary action.
- CASB mentors may not transmit tasks or assessment results from any module to students they are mentoring in subsequent modules. Additionally, in order to enhance each student's individual learning and competency development all possible steps should be taken to ensure that students are not passing down answers.
- The facilitator assigned by CASB to review the students' submissions has access to the CASB assessment template and has received training in competency assessment. If mentors have any concerns with the substance or tone of the feedback provided to the student these concerns should be directed to CASB's Director, Learning Centre Operations. These concerns should not be discussed with the student.

I understand and agree to the following statement regarding limits on the scope and nature of assistance that I will provide to each student that I am mentoring:

- The CASB program is built upon a foundation of individual facilitated learning. Its primary objective is to enable students to learn "how" and "where" to find the answers, not simply to provide the "right" answer. Providing the answers to any student or group of students inhibits the student's learning and is in violation of this agreement. A mentor should be able to discuss the important aspects of assigned tasks, from both a procedural and technical point of view, but should not take responsibility for the student's work.

Declaration

I have read and understood the terms and conditions of the above agreement and declare that I am a member in good standing of _____ and my member number is _____.

Provincial Institute/Ordre

OR

I have read and understood the terms and conditions of the above agreement and declare that I am a CA student currently registered with CASB. The most recent module I completed was Module _____.

OR

I have read and understood the terms and conditions of the above agreement and declare that I am not a CA or CA student, but am the Student Contact for _____.

CA Training Office Name

Signature of mentor

Date

Protection of Privacy – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, communication with your employer, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, Student Services, 301, 1253 91 Street SW, Edmonton, AB, T6X 1E9, email – generalregistrations@casb.com, phone – 1 866 420 2350 or local - 780 420 2350.