



APPLICATION FOR PROFESSIONAL CERTIFICATE CERTIFIED SCHOOL BUSINESS ADMINISTRATOR

INSTRUCTIONS:

1. Complete all portions of the application. *Do not leave any portions blank.*
2. Enclose all supporting documents requested. (See section 'D' below)
3. Include processing fees in amount noted.
4. Please type or print all data.
5. If you wish to have a copy of this application, please make a copy as it will not be returned to you. Send in the original form please.
6. Your portfolio will be returned to you.

WASBO CERTIFICATION REQUIREMENTS

LEVEL	EDUCATION	MANAGEMENT EXPERIENCE	WHERE MANAGEMENT EXP. OBTAINED	REQUIRED NUMBER OF FUNCTIONAL AREAS BEING MANAGED	WHEN FUNCTIONAL AREAS APPLY	MISCELLANEOUS
CSBA Certified School Business Administrator	Master's Degree	5 years	School District or ESD	3	When application is received by WASBO	Those currently employed in a school district who do not meet these criteria but who have external management experience, may petition the Board for this certificate. Those who meet the education and experience criteria, but who are not currently employed by a school district, may also petition the Board for this certificate.
	or Bachelor's Degree	8 years	School District or ESD	3	When application is received by WASBO	
	or No Degree	10 years	School District or ESD	3	When application is received by WASBO	

Requirements for All CSBA Applicants:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Completion of Application 2. Portfolio 3. Sign Standards of Conduct document | <ol style="list-style-type: none"> 4. Letter of Recommendation from Superintendent or immediate supervisor 5. Payment of Fees 6. Currently employed in a school district, or ESD 7. All college degrees must be from an accredited college or university |
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RENEWAL REQUIREMENTS:

- | | |
|---|---|
| <ul style="list-style-type: none"> • 150 Clock Hours • Completion of Renewal Form • Application for renewal must be made within five years of award date | <ul style="list-style-type: none"> • Clock Hours must be earned before renewal application will be accepted • Payment of Renewal Fee • Current WASBO membership in good standing |
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For WASBO Office Use Only:

■ Date received at WASBO Office _____
All supporting data received

■ Date reviewed by Board of Governance _____ Approved Not approved

■ Action Taken / To Do:

Candidate Notified. Date _____

Superintendent Notified. Date _____

Further Action _____



APPLICATION FOR PROFESSIONAL CERTIFICATE

Certified School Business Administrator

A. Personal Information

Your Name:		Job Title/Position:	
Current Employer:		No. of years in this position/job:	
Business Address:			
<small>Street or P.O. Box</small>	<small>State</small>	<small>City</small>	<small>ZIP</small>
Phone:		Email:	
Supervisor's Name:		Title:	
Phone:		E-mail:	
Superintendent's Name:		E-mail:	

B. Education

My application is based upon (mark one)

Master's degree and five (5) years' experience
 No degree and ten (10) years' experience
 Bachelor's degree and eight (8) years' experience

Highest degree earned: _____ Degree Major: _____

Accredited College or University: _____ Date: _____

C. Management Experience

Check at least three (3) of the following functional areas that you are currently managing as part of your present position:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Food Service	<input type="checkbox"/> Payroll
<input type="checkbox"/> Capital Projects	<input type="checkbox"/> Human Resource	<input type="checkbox"/> Purchasing
<input type="checkbox"/> Facilities	<input type="checkbox"/> Insurance/Risk Management	<input type="checkbox"/> Transportation
<input type="checkbox"/> Finance	<input type="checkbox"/> Management Information Systems	

D. Supporting Documentation

The following are to be included with this application. Please check boxes to indicate enclosure of these items:

Letter of Recommendation from your district superintendent or supervisor
 The Portfolio shall include the following components:

- Resume Job Description/Duties Organization Chart (showing your position)
- District Profile Written explanation of experience in checked management functional area(s)
- Assessment of Work/Evaluations (Current employer evaluation or WASBO evaluation checklist and a listing of your accomplishments from the past year)

Education Transcript (for degree credentials)
 Application fee enclosed for \$ _____ (non-refundable). *Makes checks payable to WASBO. No purchase orders, please.*
 I have signed Standards of Conduct Affidavit on page three

E. Affidavit

I certify that the above information is true and accurate to the best of my knowledge.

 Signature: _____ Date: _____

**STANDARDS OF CONDUCT
FOR THE PROFESSIONAL CERTIFICATION PROGRAM
WASHINGTON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

*Now, especially, in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The association cannot fully discharge its obligations of leadership and service to its members short of establishing appropriate standards of behavior.**

In Relationships Within the School District, school business officials will:

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and to the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators, or other employees.
7. Help subordinates to achieve their maximum potential through fair and just treatment.

In the Conduct of Business and the Discharge of School District Responsibilities, school business officials will:

1. Conduct business honestly, openly, and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company, or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services, or anything of monetary value for or because of any act performed, anticipated, or withheld.
8. Permit the use of school property only for official authorized activities.
9. Refrain from soliciting contributions from subordinates or outside sources for gifts or donations to a superior.
10. Report in a timely manner any misuse of school funds/property or any misuse of authority to the appropriate administrator/Board of Directors.

In Relationships with Colleagues in Other Districts and Professional Associations, school business officials will:

1. Whenever possible, support the actions of a colleague and avoid public criticism or censure.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.
6. Behave in a professional manner at all times.

*In addition to the Standards of Conduct, school business officials will adhere to the Code of Professional Conduct for Education Practitioners (where it applies) Chapter 180-87 WAC Washington State Board of Education Administrative Rules as of this date and hereafter amended.

STANDARDS OF CONDUCT AFFIDAVIT

I certify that I have read the above Standards of Conduct and further, that I understand and agree to respect, honor, and uphold these Standards of the WASBO Professional Certification Program.

Signature

Date