



# 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.
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 NO. 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	

**General Requirements for All Applicants:**

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• 150 Clock Hours</li> <li>• Completion of Renewal Form</li> <li>• Payment of Renewal Fee</li> </ul> | <ul style="list-style-type: none"> <li>• Clock Hours must be earned before renewal application will be accepted</li> <li>• Application for renewal must be made within five years of award date</li> </ul> |
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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

Please type or print

## A. PERSONAL INFORMATION

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street or P.O. Box

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( \_\_\_\_\_ ) ( \_\_\_\_\_ )  
Phone FAX

E-Mail Address: \_\_\_\_\_

## B. EDUCATION

- My application is based upon (mark one)
  - Master's degree and five (5) years' experience
  - Bachelor's degree and eight (8) years' experience
  - No degree and ten (10) 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:
  - Accounting
  - Capital Projects
  - Facilities
  - Finance
  - Food Service
  - Human Resource
  - Insurance/Risk Management
  - Management Information Systems
  - Payroll
  - Purchasing
  - Transportation

## D. WORK EXPERIENCE

- List all jobs held during the five, eight or ten year period checked above, starting with your current position:
  1. Job Title: \_\_\_\_\_  
Dates held: From \_\_\_\_\_ to \_\_\_\_\_  
Employer: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Brief Outline/Description of Job Duties: \_\_\_\_\_  
\_\_\_\_\_

2. Job Title: \_\_\_\_\_

Dates held: From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Brief Outline/Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Job Title: \_\_\_\_\_

Dates held: From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Brief Outline/Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach separate sheet, using same format, if more space is needed.)

## E. SUPPORTING DOCUMENTATION

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

- Letter of Recommendation from current Superintendent.
- The Portfolio shall include the following components at a minimum:
  - Resume
  - Job Description/Duties
  - Employer's Organization Chart showing my position
  - District Profile
  - Assessment of Work (by self and others)
  - Demonstration of experience in checked functional area(s)
- Education Transcript (for degree credentials).
- Application fee enclosed for \$ \_\_\_\_\_ .  
Check payable to WASBO. *No purchase orders, please.*
- I have signed Standards of Conduct Affidavit on page four.

F. Name and Address of Local Newspaper \_\_\_\_\_

## AFFIDAVIT

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Be sure to read and sign page 4, overleaf . . .**

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