



APPLICATION FOR PROFESSIONAL CERTIFICATE
CERTIFIED SCHOOL BUSINESS SPECIALIST

INSTRUCTIONS:

- 1. Complete all portions of the application.
2. Enclose all supporting documents requested.
3. Include processing fees in amount noted; fees are non-refundable.
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. If you complete a portfolio, it will be returned to you.

Please type or print

A. PERSONAL INFORMATION

Name: _____

Job Title/Position: _____ No. Years in this Job: _____

Employer: _____

Business Address: _____
Street or P.O. Box

City State Zip

() ()

Phone FAX

E-Mail Address: _____

Supervisor: _____ Title: _____

() Phone E-mail address

B. EDUCATION

Please indicate highest level of education achieved:

- Master's degree Bachelor's degree Associate degree High School

Highest degree earned: _____ Degree Major: _____

Accredited College or University: _____ Date Earned: _____

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 _____

C. APPLICATION OPTIONS

GENERAL REQUIREMENTS

1. Completion of Application
2. Sign Standards of Conduct document
3. Letter of Recommendation
4. Payment of Fees
5. Currently employed in a Washington State school district, ESD, or related agency
6. Portfolio (Required for CSBO/CSBA Candidates; Optional for CSBS applicants)
7. All college degrees must be from an accredited college or university

Check box 1 or 2 for supporting data being supplied, then complete all in that section only.

1. SPECIALIST TRAINING TRACK

Please check all appropriate tracks (areas of specialization) your certificate will be issued in.

Note: The courses which comprise each track are listed on page three.

- Accounting
 Financial Management
 Payroll
 Purchasing

Please show track(s) completion dates on page three.

2. PORTFOLIO

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

- Letter of Recommendation from your immediate supervisor or district superintendent.
- The Portfolio shall include the following components at a minimum:
- | | | |
|---|--|---|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Job Description/Duties | <input type="checkbox"/> Details on Education/Other Training |
| <input type="checkbox"/> Organization Chart
(showing your position) | <input type="checkbox"/> Assessment of Work
(Evaluations) | <input type="checkbox"/> Written explanation on experience
in checked functional area(s) |
| <input type="checkbox"/> A list of WASBO workshops, seminars or conferences attended during past five years | | |
- Application fee enclosed for \$ _____ (non-refundable).
 Check payable to WASBO. *No purchase orders, please.*
- I have signed Standards of Conduct Affidavit on page four.

3. Name and Address of Your Local Newspaper _____

D. WORK EXPERIENCE

a. Check all functional areas where you have extensive experience:

- Accounting
 Payroll
 Purchasing

b. List all jobs held prior to your current position, which will illustrate the depth of your experience:

Date(s) (from - to)	Employer	Job Title	Supervisor



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CERTIFIED SCHOOL BUSINESS SPECIALIST

WASBO SPECIALIST CERTIFICATION REQUIREMENTS

EDUCATION	MANAGEMENT	PORTFOLIO OPTION
No Degree	Completion of Specific Track(s) noted below	Completion of Portfolio as noted on page two

TRACKS FOR SPECIALIST CERTIFICATE

- All courses listed for each track must be successfully completed before applying.
- Certificate applications will not be processed until track is complete.
- Please be prepared to provide verification for all completed classes.

<i>ACCOUNTING</i>	Date Completed	<i>FINANCIAL MANAGEMENT</i>	Date Completed
ACC 110 Accounting Technician		ACC 220 Budget Analyst	
ACC 210A Accountant		ACC 310 Financial Analyst	
ACC 210B Accountant			
ACC 210 Accountant <small>(for those who took this course before it was divided into the A and B sections.)</small>			
<i>PURCHASING</i>	Date Completed	<i>PAYROLL</i>	Date Completed
PUR 101 Introduction to Purchasing		PAY 110 Principles of Payroll Administration - Introductory	
PUR 102 Basics of Bidding		PAY 210 Principles of Payroll Administration - Advanced	
PUR 103 Public Works in Purchasing		PAY 211 Principles of Payroll Administration - Benefits	
PUR 201 Standards & Specifications		ACC 110 Accounting Technician	

RENEWAL REQUIREMENTS:

- | | |
|--|--|
| <ul style="list-style-type: none"> 25 Clock Hours Completion of Renewal Form Payment of Renewal Fee | <ul style="list-style-type: none"> Clock Hours must be earned before renewal application will be accepted Application for renewal must be made within five years of award date |
|--|--|

AFFIDAVIT

I certify that the information contained in this application is true and accurate to the best of my knowledge.

Signature

Date

NOTE: Be sure to read and sign on page 4.

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