



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:
- Resume                                     
  Job Description/Duties                     
  Details on Education/Other Training
- Organization Chart                     
  Assessment of Work                     
  Written explanation on experience
- (showing your position)                     
 (Evaluations)                     
 in checked functional area(s)
- 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



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