

Part I

ASBO MD & DC application for Professional Certification for Certified School Business Official (CSBO), Certified School Business Specialist (CSBS) or Certified School Business Administrator (CSBA), must be submitted to the ASBO MD & DC Executive Director, who is responsible for the evaluation of the applicants. The individual submitting the application will be advised of the decision and will, upon completion of the review process, be provided with an evaluation report. It is expected that you will receive an email notification of your success shortly after. By submitting an application, you're giving permission for ASBO MD & DC to use the submitted documents to further promote the program and the public profession. Additional information about the Professional Certification program is available at www.ASBO.org.

An application may be submitted by e-mail only to: asbomddc1@gmail.com using attached PDF files for all required documents. Please fill out the application completely and use the spaces as your check list to assure that you include all required documents. Include this application with your documents in order for you to receive credit.

Please provide the following:

Last Name _____ First Name _____

School System _____

Street Address _____

City _____ State & Zip Code _____

Position Held _____ Years of Service _____

ASBO Member ___ Yes ___ No How Long _____

Part II

Include the Following:

_____ Official Position Description including supervisory, management or leadership responsibilities as required by the certification being applied for.

_____ Letter of recommendation from a Superintendent, Chief Operating or Finance Officer, or Board of Education member.

_____ Proof of Foundations of School Business Management curriculum coursework

Part III

ASBO MD & DC recognizes that there are numerous opportunities for applicants to receive quality school business management or school business leadership-related coursework. Documentation is required for all coursework submitted for consideration. Acceptable forms of documentation of coursework taken through an industry association include: copies of certificates of attendance and certificates of completion.

This documentation must include the name of the course, the date and location of the course, the organization that provided the course, the duration of the course (contact hours) and must be in the name of the Candidate.

The candidate shall provide the following for the certification that they are applying for:

Certified School Business Specialist (CSBS) checklist:

- 2 years of ASBO MD & DC membership.
- 2 years employment in school business.
- Proof that 20 contact hours have been completed.
- A current official position description.
- Letter of recommendation from your supervisor.
- Proof of completion of the Foundations of School Business Management Program.
- Proof of published article or presentation.

Certified School Business Official (CSBO) checklist:

- A current official position description showing proof that the applicant supervises individual(s) or a department.
- 4 years of ASBO MD & DC membership.
- 4 years employment in school business.
- Minimum 4 year college degree in a business/operations related field or equivalent (submit copy of diploma or equivalent).
- Proof of a combination of education and years of school business equaling 8 years.
- Proof that 40 contact hours have been completed.
- Letter of recommendation from your supervisor.
- Proof of completion of the Foundations of School Business Management Program.
- Proof of published article or presentation.

Certified School Business Administrator (CSBA) checklist:

- Applicant must be a manager or supervisor of more than one department and/or discipline.
- 4 years of ASBO MD & DC membership.
- 4 years employment in school business.
- Minimum 4 year college degree in a business/operations related or equivalent (submit diploma or other documented equivalent).
- Proof that 60 contact hours have been completed.
- Proof of a combination of education and years of school business equaling 8 years.
- A current official position description.
- Letter of recommendation from a Superintendent, Chief Operating or Finance Officer, or Board of Education member.
- Proof of completion of the Foundations of School Business Management Program.
- Proof of a published article or presentation.

Upon achievement of the Certification you will be notified and you will be sent your Certification in the mail. At that time you may use the Certification designation letters after your name. Your achievement will also be recognized at the next upcoming ASBO MD&DC Conference.