

## Professional Certification Program Certification Requirements

	CSBS	CSBM	CSMA
<b>Initial application</b>			
OASBO membership	Min. one year immediately preceding app.		
Required standards	1	2	3*
Education background	Minimum of a High school diploma required		
School business experience	Varies - see specific requirements		
Supervisory experience	No	Yes	Yes
Educational enterprise:			
Ethics	3	3	3
Leadership	3	3	3
Principles of education	3	3	3
Accounting:			
Cash management		3	3
Budget		4	4
Selected standard specific training	15	24	36
Electives	6	5	8
Total training hours	30	45	60

	CSBS	CSBM	CSMA
<b>Renewal application</b>			
OASBO membership	Min. one year immediately preceding app.		
Required standards	1	2	3*
Education background	Minimum of a High school diploma required		
School business experience	Varies - see specific requirements		
Educational enterprise:			
Ethics	3	3	3
Leadership	3	3	3
Principles of education	3	3	3
Accounting:			
Cash management		3	3
Budget		4	4
Personnel:			
Labor relations/employment law			6
Facilities			3
Food service			3
Risk management:			
Insurance			3
Payroll			3
Communications management			3
Purchasing			3
Transportation			3
Technology			3
Selected standard specific training	15	30	n/a
Electives	36	44**	74**
Total training hours	60	90	120

\* Must be proficient in all standards.

\*\* No more than 10 hours in any one standard.