



Professional Certification Program

Renewal Manual

OASBO's mission is to support public education by providing resources, programs, activities and training for business officials.

Oregon Association of School Business Officials
PO Box 1068 ♦ Salem, Oregon ♦ 97308
503-588-2800
www.oasbo.com

Renewal Information

Certificate renewal is necessary to ensure certified persons are continually increasing their knowledge base and keeping up-to-date within their current field. In the ever changing atmosphere we live in, it is necessary to stay abreast of current issues.

Continuing education requirements are usually met through training but in some instances, teaching a workshop or volunteering for certain activities will qualify for continuing education units. These cases will be handled on a case-by-case basis.

Certificate holders who are retired are not required to complete continuing education hours while retired.

General Renewal Requirements

- All certificates are valid for five years from the date awarded.
- All continuing education credit requirements must be completed by the current certificate expiration.
- Certificate holders must maintain a log of continuing education units and submit that log with the renewal application.
- Certificate holders are required to maintain evidence of participation in trainings of claimed continuing education credits. This evidence may include a certificate of attendance, written letter of attendance or other objective verification of participation. Members must keep a copy of the attendance record for a period of three years after submission and approval of their application for certification or renewal.
- Have been a member of OASBO for a minimum of three years of the five years including the past twelve months and completed the required training while a member.

Specific Requirements – Certified School Business Specialist (CSBS)

Applicant must:

1. Meet all general requirements.
2. Meet one of the following qualifications:
 - A high school diploma and three years school business experience
 - A degree and two years of school business experience

Continuing education credit requirements:

1. Applicant must have completed a minimum of nine hours of training in the following standards:
 - Educational enterprise:
 - Ethics - three hours
 - Leadership - three hours
 - Principles of education - three hours
2. Completed a minimum of 15 hours training within a selected standard.
3. Completed a minimum of 36 hours of elective training in other standards.

Specific Requirements – Certified School Business Manager (CSBM)

Applicant must:

1. Meet all general requirements.
2. Meet one of the following qualifications:
 - A high school diploma and six years school business experience
 - An Associate Degree and five years school business experience
 - A Bachelors Degree and four years school business experience
 - A Masters Degree and three years school business experience.
3. School business experience must include supervision of staff members for at least three years.

Continuing education credit requirements:

1. Applicant must have completed a minimum of 16 hours training in the following standards:
 - Educational enterprise:
 - Ethics - three hours
 - Leadership - three hours
 - Principles of education - three hours
 - Accounting:
 - Cash management - three hours
 - Budget - four hours
2. Completed a minimum of 15 hours elective training in each of two standards for a total of 30 hours.
3. Completed a minimum of 44 hours elective training in other standards but not more than 10 hours in any one standard.

Specific Requirements – Certified School Business Administrator (CSBA)

Applicant must:

1. Meet all general requirements.
2. Meet one of the following qualifications:
 - A high school diploma and eleven years school business experience
 - An Associate Degree and nine years school business experience
 - A Bachelors Degree and six years school business experience
 - A Masters Degree and five years school business experience.
3. School business experience must include supervision of staff members for at least five years.
4. Have training in a minimum of three standards but be proficient in all areas.

Continuing education credit requirements:

1. Applicant must have completed 46 hours of training in the following standards:
 - Educational enterprise:
 - Ethics - three hours
 - Leadership - three hours
 - Principles of education - three hours
 - Accounting:
 - Cash management - three hours
 - Budget - four hours

- Personnel:
 - Labor relations/employment law - six hours
 - Facilities - three hours
 - Food Service - three hours
 - Insurance & Risk Management - three hours
 - Payroll - three hours
 - Communications Management - three hours
 - Purchasing - three hours
 - Transportation - three hours
 - Technology - three hours
2. Completed a minimum of 74 hours of elective training in other standards but not more than 10 hours in any one standard.



Oregon Association of School Business Officials
Professional Certification Program
Renewal Instructions

Thank you for your continued interest in our certification program. The Oregon Association of School Business Officials is excited to provide a program that defines professional standards for school business officials and continuing skill development. Please read and follow the instructions below.

Renewal Application

Part 3. Renewal

Please note the specific certificate number you currently hold for which you are requesting renewal. Include the actual certificate number from your current certificate. (This number can be found on the lower left hand side of the certificate.)

Part 4. Work Experience

Please list your current position and employer information.

Part 5. Memberships/Affiliations

To receive certification you must have been a member of OASBO for at least 36 months immediately prior to application for renewal.

Part 6. Notification

We will gladly send your local newspaper a press release to let your community know of your accomplishment. All you need to do is complete this section providing us with the contact information for your local newspaper.

For additional information please contact:

- > Angie Peterman - apeterman@osba.org
- > Josie Hummert - jhummert@osba.org
- > (503)588-2800 or (800)578-6722

Attachments

Please provide the following in your application packet:

- ▶ completed and signed application
- ▶ signed Code of Ethics and Standards of Conduct
- ▶ current district organizational chart
- ▶ current job description
- ▶ completed and signed continuing education log and/or other verification of completion of required clock hours

General Information

- > We will not accept faxed copies of application materials. All forms must be original with original signatures.
- > To be considered for certification renewal your fee of \$100 must accompany the application.
- > Attach additional sheets to application if necessary.

Mail Applications to:

OASBO	OASBO
PO Box 1068	1201 Court St NE Ste 400
Salem, OR 97308	Salem, OR 97301



Oregon Association of School Business Officials
Professional Certification Program
Renewal Application

Please read the instructions before filling out this application.

Part 1. Applicant

Name:

Home address:

City:

State:

Zip:

Part 2. Employer

Employer:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

Part 3. Application

Applying for renewal of Certificate # _____ as a:

- Certified Business Specialist
- Certified Business Manager
- Certified Business Administrator

Part 4. Current Employment Information

Job Title:

Dates Employed:

Employer:

Supervisor:

Job Duties:

Part 5. Memberships/Affiliations

OASBO Membership

- I certify I am an OASBO Member and have been for at past 12 months immediately preceding application for renewal.

Other Professional and/or Community Affiliations

Organization:

Dates of Membership:

Positions held:

Organization:

Dates of Membership:

Positions held:

Part 5. Memberships/Affiliations

Organization:

Dates of Membership:

Positions held:

Organization:

Dates of Membership:

Positions held:

Organization:

Dates of Membership:

Positions held:

Part 6. Notification

- Yes**, send a press release to my local newspaper.
- No**, do not send a press release to my local newspaper.

Newspaper:

Address:

City:

State:

Zip:

Part 7. Certification

This is to certify that I, the undersigned, am employed full-time on the permanent staff of this school district and state that the information in this application is accurate and correct to the best of my knowledge.

Print name:

Title:

Signature

Date

Continuing Education Credit Log

Name:				Application period:		
Name of Workshop	CE Type	Date of Event	Sponsoring Organization	Presenter	Length	Applicable Standard

Continuing Education (CE) Type: 1 = Required 2 = Standard requirements 3 = Elective
(No more than 10 hours of elective credit is allowed in any one speciality area. Hours calculation based on: Full-day - 6 hours; Half-day - 3 hours)

Certification

This is to certify that the above information regarding completion of continuing education credits is a true and accurate representation of the training I've completed toward fulfillment of the OASBO Professional Certification requirements. I certify that I have in my possession and available for request from the Professional Certification Committee, the documentation to backup any credit in question.

Signature	Date
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Certification Key:

- | | | |
|---|--|--|
| <p>Specialist/Manager:</p> <ul style="list-style-type: none"> SM1 - Accounting SM2 - Budget SM3 - Communications SM4 - Facilities SM5 - Food Service SM6 - Payroll | <ul style="list-style-type: none"> SM7 - Personnel SM8 - Purchasing SM9 - Risk Management SM10 - Technology SM11 - Transportation | <p>Administrator:</p> <ul style="list-style-type: none"> A1 - Financial Resource Management A2 - Human Resource Management A3 - Facilities Management A4 - Purchasing & Management A5 - Communications Management A6 - Ancillary Services |
|---|--|--|



Professional Certification Program Code of Ethics & Standards of Conduct

Code of Ethics

A school business official's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all school business officials. The official acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the official assumes responsibility for providing professional leadership in the school and community. This responsibility requires the official to maintain standards of exemplary professional conduct. It must be recognized that the official's actions will be viewed and appraised by the community, professional associates and students. To these ends, the official subscribes to the following statements of standards.

The school business official:

1. Makes the well-being of students the fundamental value in all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influences.
8. Accepts academic degrees or professional certification from duly accredited institutions only.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

Standards of Conduct

With the conduct of school business officials subject to greater scrutiny and more criticism than ever before, standards of conduct are in order. The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

In relationships within the school district, community college or education service district it is expected that the school business official 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 officials as appropriate in fulfilling their obligations.
5. Portray a positive image of the organization.
6. Refrain from publicly criticizing board members, officials, or other employees.
7. Assist subordinates in achieving their maximum potential.

In the conduct of business and discharge of responsibilities, the school business official 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. Never accept gifts, free services, or anything of value for or because of any act performed or withheld.
8. Refrain from soliciting contributions from subordinates or outside sources for gifts or donations to a superior.

In relationships with colleagues and others, it is expected that the school business official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance when such help is requested.
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.

Certification

I certify that I have read the above Code of Ethics and Standards of Conduct and further, that I understand and agree to respect, honor and uphold these standards of the Oregon Association of School Business Officials.

Signature

Date