



**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**INSTRUCTIONS:** (Applicant must be a current member of OkASBO)

1. Complete all portions of the application.
2. Enclose all supporting documents requested.
3. Include non-refundable \$75.00 processing fee. Make check payable to OkASBO.
4. Documents will not be returned.

**CERTIFICATION AND CONTINUING EDUCATION REQUIREMENTS**

<i>Title</i>	<i>Certification Requirements</i>	<i>Continuing Education Renewal Requirements</i>
<b>Certified School Business Specialist CSBS</b>	No degree required. One year of school business experience, related agency or field, and a graduate of the Oklahoma Center for School Business Management program.	20 Points within three years of award date
<b>Certified School Business Official CSBO</b>	Bachelor's degree in related field, 2 years school management experience, related agency or field and a graduate of the Oklahoma Center for School Business Management program <b>or</b> no degree, 5 years school management experience, related agency or field and a graduate of the Oklahoma Center for School Business Management program.	25 Points within three years of award date
<b>Certified School Business Administrator CSBA</b>	Master's degree in related field and 5 years school management experience, related agency or field and a graduate of the Oklahoma Center for School Business Management program <b>or</b> Bachelor's degree in related field and 8 years school management experience, related agency or field and a graduate of the Oklahoma Center for School Business Management program <b>or</b> no degree and 10 years school management experience, related agency or field and a graduate of the Oklahoma Center for School Business Management program.	30 Points within three years of award date
<i>All applicants must submit a letter of recommendation from their Supervisor, Superintendent or Board President, and subscribe to OkASBO Standards of Conduct on page four.</i>		

**FOR OkASBO OFFICE USE ONLY**

Date received at OkASBO Office \_\_\_\_\_  Date reviewed by the Board \_\_\_\_\_  
 All supporting documents received \_\_\_\_\_ Missing document(s) \_\_\_\_\_  
 Approved \_\_\_\_\_  Disapproved (Reason(s)) \_\_\_\_\_  
 Action Taken: Notification Date To: Candidate \_\_\_\_\_ Superintendent \_\_\_\_\_  
 Further Action \_\_\_\_\_

I am applying for:  CSBS  CSBO  CSBA (Check One)

Please type or print

**A. PERSONAL INFORMATION**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

School District/Agency: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street or P.O. Box City

\_\_\_\_\_ State Zip Phone

\_\_\_\_\_ FAX Email

**B. EDUCATION** (Check Highest Degree Earned)

Master's  Bachelor's  Associate  High School

Date of Degree \_\_\_\_\_ College/University \_\_\_\_\_

**C. EXPERIENCE**

Check all of the following functional areas where you have extensive experience.

- Accounting  Human Resource Management
- Facility Management  Insurance / Risk Management
- Financial Management  Management Information Systems
- Food Service Management  Purchasing
- Transportation Management

List all jobs held during the last ten years, starting with the most recent.

1. Job Title: \_\_\_\_\_

Dates held. From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Brief Outline / Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Job Title: \_\_\_\_\_  
Dates held. From \_\_\_\_\_ to \_\_\_\_\_  
Employer: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Brief Outline / Description of Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Job Title: \_\_\_\_\_  
Dates held. From \_\_\_\_\_ to \_\_\_\_\_  
Employer: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Brief Outline / Description of Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. SUPPORTING DOCUMENTATION**

The following are to be included with this application. Please check all appropriate boxes.

- Letter of Recommendation from Superintendent or Board President
- Validation of completed training
- Education Transcript (for degree credentials)
- Application fee of \$75.00 enclosed (Check payable to OkASBO)

**E. AFFIDAVIT**

1. I certify that the above information is true and accurate to the best of my knowledge, and that it complies with the requirements for Oklahoma School Business Certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. I have read, understand, and agree to respect, honor and uphold OkASBO Standards of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send to: Oklahoma ASBO, P.O. Box 8107, Edmond, Oklahoma 73083**  
**Tel: 405-509-2321**  
**Email: [info@okasbo.org](mailto:info@okasbo.org)**                      **www.okasbo.org**

## **Oklahoma Association of School Business Officials Standards of Conduct**

In this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny, Standards of Conduct are in order. The Association cannot fully discharge its obligation of professional development and service to its members without appropriate standards of behavior.

***In relationships within the school district, 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 district's policies and procedures.
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 achieve their maximum potential through fair and just treatment.

***In the conduct of business and the 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 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 donation to a superior.

***In relationships with colleagues in other districts and professional associations, the school business official will:***

1. When possible, support the actions of a colleague and avoid public criticism or censure.
2. Offer obvious assistance and/or guidance to a colleague 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, but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.