



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>
Certified School Business Specialist CSBS	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
Certified School Business Official CSBO	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 or 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
Certified School Business Administrator CSBA	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 or 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 or 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, PO Box 18882, Oklahoma City, OK 73154
Tel: 405-353-2726
Email: 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.