

School Business Specialist

2026-2028 Program Manual

CERTIFICATION PROGRAM MANUAL

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ACKNOWLEDGMENT:

Thank you to the ASBOI Affiliate Executive Directors' Group (AEDG) for their support and willingness to share their curricula with MoASBO. Much of the material contained within this manual comes from their long-established professional development programs. Special thanks to the associations in: Arizona, California, Indiana, Michigan, Oregon, and Texas.

SECTION I - OVERVIEW

A. PURPOSE

The Missouri Association of School Business Officials (MoASBO) supports the ongoing professional development of school business officials. The MoASBO voluntary certification program is a mark of distinction program that reflects professional achievement and demonstrates a person's dedication to his/her profession.

The MoASBO School Business Specialist Certification Program is designed to train current and prospective support staff members for success in his/her position. The program provides:

- Access to information and training that is specific to Missouri law and regulations
- A base of knowledge for all school business operations
- Advancement of the professionalism of business office support staff in Missouri schools

MoASBO certification courses will provide a great deal of information in a short period of time. The courses are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Individuals who complete the SBS Certification Program will be recognized at MoASBO's annual spring conference. A certificate will be sent to the individual, along with a letter to his/her superintendent.

B. GOVERNANCE OF THE PROGRAM

The MoASBO Board of Directors shall adopt all policies, rules, and regulations governing the administration of the certification program. Policies, rules, and regulations for action should come recommended to the Board from the professional development committee and/or the executive director. Information regarding the certification program will be made available through the MoASBO website.

C. ELIGIBILITY REQUIREMENTS

1. MoASBO membership is required to become a MoASBO Certified School Business Specialist (CSBS).
2. An individual must be currently working in a public school at the time the application for certification is filed and approved.
3. The MoASBO School Business Specialist Certification Program and School Business Specialist Continuing Education Program benefit non-supervisory office staff, which may include: bookkeepers, accounts payable/receivable, administrative assistants, secretaries, specialists, analysts, and clerks.
4. Applicants must have experience specifically in school business to qualify for certification. School business experience is defined as an individual whose primary function and responsibility is business and/or operations, or who spends a significant (at least 2/3) portion of his/her time in one or more areas of business and/or operations.
5. Experience in the private sector or non-school areas generally does not apply; however, applicants may submit a written request to the executive director for consideration of such time. Written requests must indicate the specific experience, employer, length of employment and how it relates directly to the functions of school business.
6. Applicants must meet one of the following qualifications:
    a. A high school diploma or GED certificate and one year of school business experience
    b. A college degree and one year of school business experience

7. At the time of application for certification, the applicant must provide a letter of recommendation from the applicant's supervisor indicating support of the applicant's pursuit of MoASBO SBS certification.
8. The applicant must submit an online application which includes agreement to program terms and conditions. The applicant must provide all requested information and documents, and adhere to the MoASBO Code of Ethics pledge.
9. The applicant must ensure that substitute and/or equivalent courses are approved, in advance, by the executive director.
10. Upon final approval of the application, completed coursework, and documentation submission, all individuals who meet the standards and qualifications for certification established by the MoASBO Board of Directors shall be certified for a three-year period. Recipients must meet the continuing education requirements, as established by the Board of Directors and described later in this section, to renew their certification for subsequent three-year periods.

D. PROCEDURES

All applications for certification will be reviewed and evaluated by designated MoASBO staff. The executive director will approve or deny the applicants based on information received from the certification application and supporting documents.

1. The MoASBO staff may request additional information as is deemed necessary to verify application data.
2. Information provided as part of the application for professional certification shall be used solely for the purpose of evaluating the qualifications of the applicant for professional certification.
3. MoASBO maintains a "no testing out" policy. To receive certification credit, an individual must attend the course in its entirety, sign in and sign out, complete the course survey, and respond to questions for his/her portfolio.
4. Questions about the certification program should be directed to designated MoASBO staff.

E. SELECTION PROCESS

The number of applicants is limited to 35 each year. When the number of applicants exceeds 35, the following factors will be used in the selection process:

1. Area of emphasis - A balance between HR/Payroll (HR/PR) and Bookkeeping/Accounting (BK/AC) applicants will be maintained.
2. Size of school district - Smaller districts will have priority over larger districts.
3. Location of school district - As much as possible, a balance of applicants from across the state and the seven MoASBO regions will be maintained.

F. FREQUENCY OF COURSE OFFERINGS AND ASSOCIATED COSTS

Each year, courses are offered at the MoASBO Fall Support Staff Conference, the MoASBO Spring Conference, and the MASA-MOASBO Finance Workshops or at a location nearby. Some courses are offered before or after these events.

"Overview of Business Operations" will be held on a separate date and will not be scheduled in conjunction with another event.

Participants will need to register and submit payment for all conferences and workshops. Additional workshops outside of those mentioned above will be separate registrations at the current cost of $60 per course, non-refundable.

Elective webinars are offered throughout the second year at a current cost of $35 each, non-refundable.

Participants should be able to complete the certification process in two years.

G. CONTINUING EDUCATION REQUIREMENTS

All certificates shall be valid for three years from the date granted and will be renewed for subsequent three-year periods upon completion of continuing education requirements.

The purpose of the continuing education requirement is to verify that certificate holders remain knowledgeable and current in their field of expertise. Certificants are required to obtain five credits per year for a total of 15 continuing education credits every three years. A new certificate will be issued at the end of each three-year period.

Upon achievement of the SBS certification, participants are automatically enrolled in the continuing education program. There is no enrollment fee. One must be a MoASBO member to maintain certification.

H. EQUIVALENT or SUBSTITUTE COURSE CREDITS

There may be opportunities for program participants to attend sessions or workshops provided by other groups or associations, such as MOASPA, MPMA, MSBA, or PEERS/PSRS that would provide comparable information.

Equivalent or substitute courses are those taken in lieu of specific MoASBO courses. These substitutes must be **approved in advance** by designated MoASBO staff. No more than two substitute or equivalent courses will be allowed.

PRIOR APPROVAL is required for these sessions. No credit will be provided if the request for approval is made after the event. Certain documentation and attendance records will need to be provided for any approved event. Consult with designated MoASBO staff for detailed information.

I. REVOCATION OF CERTIFICATION

A professional certificate may be revoked by the MoASBO executive director for failure to meet requirements of continuing education. This revocation can occur only after the individual has been notified in writing (includes email) that continuing education requirements have not been met, and has been given a three-month grace period to turn in documentation of completion. Names of members whose certificates have been revoked for this reason will be provided to the MoASBO Board of Directors at the next scheduled board meeting.

A professional certificate may be revoked by the MoASBO Board of Directors for violation of the MoASBO Code of Ethics or for falsification or misrepresentation of information relied on when granting the certificate. See Appendix A for the Code of Ethics.

J. REINSTATEMENT OF CERTIFICATION

A professional certificate revoked for failure to meet continuing education requirements may be reinstated if all of the following conditions are met: 1) a new application is submitted to MoASBO, 2) the application fee is paid again, 3) the new application is submitted within one year of the date the certification was revoked, and 4) all delinquent continuing education courses are completed and documentation is submitted to MoASBO.

The new maintenance period begins the date reinstatement is approved, and upon submission of the reinstatement application, supporting documents, and required fee.

K. APPLICATION FEE

The current one-time application fee is $900.00. This fee is non-refundable.

The application fee must be paid prior to August 31. Payment will be processed when accepted into the program. All other course fees are payable when registered.

Credit card is the preferred method of payment. Checks are also accepted and should be mailed to:

MoASBO, SBSC Program, 3550 Amazonas Drive, Jefferson City, MO 65109

SECTION II - REQUIREMENTS FOR CERTIFICATION

An applicant must meet all general requirements for certification as explained in Section I of this manual.

All participants are required to maintain a portfolio which includes all information and documents for certification and recertification. Course registration and presentation materials along with portfolio questions for each course taken should be included.

Required continuing education units must be earned while a member of MoASBO.

A. GENERAL REQUIREMENTS:

1. A minimum of 21 courses must be completed.
2. Overview of School Business Operations, Overview of Missouri School Finance, and Business Ethics are required courses.
3. Electives are any courses designated as such. Courses from the other area of focus may be substituted for two of the webinar electives. Duplication of courses to meet the number of course requirements is not permitted.

B. PROGRAM PLAN

Upon acceptance to the program, participants will submit a program plan by electronic registration. MoASBO staff will review and confirm the schedule of planned courses. It is the program participant's responsibility to register for sessions and to make sure he or she has allocated the time to attend.

C. ATTENDANCE VERIFICATION

All program participants must sign in and out of all workshops or sessions. Failure to do so will result in a lack of credit for the workshop or session. It is the program participant's responsibility to sign in and out of sessions.

D. SESSION SURVEY

All program participants must complete a short electronic survey regarding all workshops or sessions. Failure to do so will result in a lack of credit for the workshop or session. It is the program participant's responsibility to complete the survey within the allocated period of time.

E. PORTFOLIO QUESTIONS

All program participants must complete electronic portfolio questions to include in their portfolio containing information about the courses in which they participate. See Appendix B.

SECTION III - CERTIFICATION PROGRAM CURRICULUM

Courses are divided into two areas of emphasis:

- HR/Payroll
- Bookkeeping/Accounting

Applicants should determine which courses are most aligned with their position. Some applicants will take a combination of courses from the two areas.

Course content, dates, times and presenters may be subject to change. Participants will be notified of any changes.

HR/PAYROLL	Course Description	Month Offered
Overview of School Business Operations	An overview of school business operations with a focus on several key areas, including: A. Listing and describing reports that must be filed with federal, state, and local agencies B. Reviewing pertinent school law C. Introducing fund accounting processes D. Reviewing school organizational issues and operational issues (how school boards and administrators function) E. Exploring inter-relationships between the business office and site operations – technology, facilities, maintenance, transportation, and food service. Part of the program is devoted to discussion about the roles and functions of the school business official and how business, finance, and HR departments work together.	September workshop (included in one- time application fee)
Business Ethics	The course covers the legal, moral, and philosophical issues associated with proper business ethics. The course will review policies and codes of conduct that can serve as guidelines for employees to follow when and/or if confronted with tough or difficult decisions. Course material will also cover topics such as: A. Conflicts of interest B. Accountability C. Public trust	November Workshop (included in one- time application fee)
Fair Labor Standards Act Administration	Topics to be covered in this course: A. Legal requirements related to the Fair Labor Standards Act (FLSA) B. To whom the FLSA applies C. Minimum wage provisions of the FLSA D. Overtime provisions of the FLSA E. Child labor provisions of the FLSA F. Record keeping requirements of the FLSA G. How to promote and ensure compliance with the FLSA H. Best practices in complying with the FLSA, including policies, procedures, checklists, and forms	April Spring Conference

Benefits Administration	The course will emphasize: A. Laws, regulations, and practical aspects of providing employees with medical, dental, vision, long-term disability, life, and long-term care benefits B. Issues related to Affordable Care Act, HIPAA, COBRA, 403 (b), 401 (a), and Section 125 plans	October Workshop
Federal Payroll Taxes	Topics to be covered in this course include: A. Verification of employment eligibility B. Worker classification for taxing purposes C. Employee withholding and advanced earned income credit D. Wages and other compensation E. Calculating and withholding tax F. Depositing federal employment taxes G. Employer's quarterly federal tax return, Form 941 H. Wage and tax statements, Form W-2 I. Miscellaneous income statement, Form 1099 MISC J. Federal tax levy K. Social Security and Medicare-local government employees	April Spring Conference
Fraud Prevention	In this course, participants will learn to spot behavior or practices that may indicate fraudulent behavior, such as: A. Ghost employment B. Bid collusion C. Bogus billings D. Falsification of public record E. Fraudulent work related or personal injury claims and theft Appropriate actions to take to investigate suspected fraud will be discussed. We will explore the legal duty and appropriate steps to pursue individuals suspected of fraudulent activities and learn to develop policies, practices, and procedures to reduce or eliminate fraud.	March workshop
Group Unemployment & Disability Insurance	This class will cover: A. Group unemployment insurance, group and personal disability insurance, and state unemployment insurance B. How to process workers' compensation and disability claims, as well as keep the payroll office appropriately notified C. How to structure programs and monitor claims to both protect employees and the financial resources of the school corporation D. How to detect and deal with employee abuse or fraud related to unemployment and disability claims E. Effective occupational therapy programs and techniques to get employees back to work	April Spring Conference
Labor Relations/Contract Administration	The course will detail: A. Administration of the collective bargaining contract in regards to discussion, grievances, complaints, salaries and wages, and benefits B. The legal differences between an employee and an independent contractor	October Support Staff Conference

	C. Issues related to at-will employees D. Workers compensation E. Job site discrimination F. Sexual harassment	
Leaves & Absences	This course will detail various types of employee leaves and absences including: A. Legal requirements related to leaves and absences B. Legal requirements related to temporary disability leave C. Legal requirements related to the Family and Medical Leave Act (FMLA) D. Workers Compensation as it relates to the district's leave program(s) E. Federal military leave as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) F. The difference between mandated state leave programs and local leave programs G. How to manage leave and absence programs and legal requirements as they relate to the programs	April Spring Conference
Payroll Administration	This course will provide an overview of: A. The payroll process B. Payroll balancing C. Budget coding D. Payroll accounting E. Using sample forms F. Legal requirements for payroll G. Electronic deposits H. Overtime I. Glossary of terms for payroll departments	October workshop
PEERS/PSRS Reporting	Topics to be covered in this course: A. Function and purpose of the two retirement systems B. Identification of covered positions and benefits C. Identification and completion of PEERS/PSRS forms D. Different types of service credit 1. Applying 2. Processing 3. Obtaining E. Laws regulating employment after retirement F. PEERS/PSRS reports/reporting system	October Support Staff Conference
Year-End Reporting Process	The course will cover: A. Planning processes for the calendar year, school year and fiscal year B. Preparation steps for the Year End Process (understanding the basic calculation in payroll) C. Reconciliation steps which are required monthly, quarterly and annually D. Year End Process: understanding the Form W-2 and implementing new tax tables	March workshop

BOOKKEEPING ACCOUNTING	Course Description	Month Offered
Overview of Missouri School Finance	An overview of how schools are financed in the state of Missouri. Topics to be covered include: A. History of school finance in Missouri B. Key definitions C. Sources of revenue D. School funding formula E. State adequacy target	October workshop (included in one- time application fee)
Overview of School Business Operations	An overview of school business operations with a focus on several key areas, including: A. Listing and describing reports that must be filed with federal, state, and local agencies B. Reviewing pertinent school law C. Introducing fund accounting processes D. Reviewing school organizational issues and operational issues (how school boards and administrators function) E. Exploring inter-relationships between the business office and site operations – technology, facilities,maintenance, transportation, and food service. Part of the program is devoted to discussion about the roles and functions of the school business official and how business, finance and HR departments work together.	September workshop (included in one- time application fee)
Business Ethics	The course covers the legal, moral, and philosophical issues associated with proper business ethics. The course will review policies and codes of conduct that can serve as guidelines for employees to follow when and/or if confronted with tough or difficult decisions. Course material will also cover topics such as: A. Conflicts of interest B. Accountability C. Public trust	November workshop (included in one- time application fee)
Account Codes and the DESE Accounting Manual	Information to be covered in this course includes: A. Financial Account Codes for Missouri Schools B. The importance and impact of proper account coding C. How the coding structure allows uniform recording of funds passed from state and federal government sources D. How resources and reference materials evolve and change as the business environment and requirements for public information change	October Support Staff Conference
Accounting Fundamentals	This course will cover the basics of accounting for the district business office. Topics to be covered include: A. Double-entry accounting B. Basic accounting equation C. Account codes D. Introduction to encumbrances E. Preparing fund financial statements	October workshop

	F. Budgets (transfers vs. amendments) G. Cash management responsibilities H. Purpose and need for internal controls I. Reconciliation	
Activity Fund Accounting and Management	This course will cover: A. Legal requirements related to managing activity funds B. School district responsibilities concerning the management of activity funds C. Sources of funds which may be accounted for in an activity fund D. Appropriate expenditures for Student Activity Funds E. Accounting procedures used in activity funds F. State laws governing sales tax collection, reporting, and remittance G. Best practices in managing activity funds	April Spring Conference
Basics of Investing School Funds	Topics to be covered in this course: A. Investment terminology B. Federal Reserve system C. Reporting requirements D. Compliance with the Public Funds Investment Act E. How to determine investment cycles	April Spring Conference
Budget Development	This course will cover key components for developing a school district budget. Topics include: A. Types of development processes B. Identify key areas of concern C. Estimate revenues and expenses The governor's budget recommendations for education will also be reviewed.	March workshop
Budgeting Fundamentals	This course will focus on basic budget principles, terminology, and practices needed by a school business official to create and manage a budget. Participants will learn about: A. Funds B. Sources of revenue and expenditures for each fund C. The difference between cash and operating balances D. How to develop and implement a budget E. The difference between preliminary and certified assessed valuation F. How to manage a monthly cash flow by fund. G. How to track and maintain revenues and expenditures	October workshop
Cash Management	Learn how to: A. Develop specifications for the selection of banking and other financial services B. Apply concept of compensating balances C. Comprehend procedures and legal constraints for cash collection and disbursement D. Analyze monthly internal transfers and loans	April Spring Conference

	E. Prepare a cash flow analysis, including a fund balance report for the board of education F. Deal with fraud and abuse	
Debt Planning and Management	This course will provide information about selling bonds and the purpose and maintenance of a debt service fund. Topics will include: A. Review of demographic analyses, district facility information, bond project planning, and bond election strategies. B. Selling school bonds 1. Bond basics 2. Types of bonds 3. Bond ratings 4. Financial advisor 5. Underwriters 6. Bond counsel 7. General rules 8. Primary and secondary markets C. Attorney General tests and approval D. Debt structure E. Permanent school fund F. Bond insurance G. Bond portfolio management	March workshop
Evaluating the Budget	The session includes information about current and future formula funding issues as well as how to: A. Identify potential problems in a district budget B. Identify areas of budget concern	October workshop
School Facilities Budget Management	This course will focus on budgeting for operational and capital expenses in order to maintain the most effective learning environments. Topics will include how to: A. Review staffing required for essential operations B. Discuss contract services needed to support staff in technical areas C. Plan for required supplies and equipment needed to support operations D. Evaluate and prioritize capital expenditures: Immediate and Future E. Conduct facility assessments, track data, and recognize life cycles F. Plan for emergencies	April Spring Conference

ELECTIVES YEAR TWO	
Setting the Tax Rate	This workshop will focus on the process of setting the tax rate for a school district. Topics will include how to: A. Follow the process of completing the State Auditor forms. B. Plan, advertise, and conduct a tax rate hearing C. Prepare documents to provide at the hearing

Excel	In this session you will learn how to: A. Use math, statistical, logic, and text functions B. Organize data by sorting and filtering C. Effectively present data in several chart formats D. Execute and apply various functions E. Create and format tables
Public Relations and Communication	The ability to enhance and maintain a positive public image of public education and local schools is a valuable and vital skill. The course will explore techniques to: A. Master effective communications within the school community, with school board members, and in a public forum B. Proactively deal with rumor control C. Work with the media
Time Management	The ability to effectively organize and plan how long you spend on specific activities is essential for success. This course will explore: A. Tools for time management B. Prioritization C. Scheduling D. Overcoming challenges
Essentials of Written Communication	Good business writing skills are a must for school district employees. Letters, emails, reports and memos are important communication tools. This course will explore common challenges with: A. Grammar B. Punctuation C. Spelling D. Style and tone
Working With Your Superintendent - Building a Successful Partnership	Being a trusted and valued partner is essential for success. Learn how to: A. Identify and understand your superintendent's priorities B. Align your work with his or hers C. Enhance your working relationship

CALENDAR AND CHART OF COURSES - YEAR ONE

Required **3**

Accounting **10**

HR/Payroll **10**

July	Renew MoASBO membership Apply for SBS program	
August	Create program plan	
September 18, 2026	Accounting Fundamentals (9:45 a.m. - 10:45 a.m.)	PSRS/PEERS Reporting (9:45 a.m. - 10:45 a.m.)

	Account Codes and the DESE Accounting Manual 11:00 am - 12:00 Overview of School Business Operations 12:30-3:30 pm	
October *Preconference Support Staff* Support Staff Conference	Cash Management (noon - 1:00 PM) Payroll Administration (noon. - 1:00 p.m.) Budgeting Fundamentals (1:00 p.m. - 3:00 p.m.) Group Unemployment and Disability Insurance 2 p.m. - 3:00 p.m.	
November 2, 2026	**Day One** Benefits Administration (10:00 a.m. - 11:30 a.m.) Business Ethics (11:45 a.m. - 1 2:45 p.m.)	
November 3, 2026 *MASA/MoASBO Budget Workshops*	MASA/MoASBO Budget Workshop: Evaluating the Budget (11:30 a.m. -2:30 p.m).	
November 5, 2026 Webinar	Federal Payroll Taxes and Deductions 10:00 am - 11:00 am	
November 9, 2026 Webinar	Basics of Investing School Funds 10:00 - 11:30 am	

December 3, 2026 Webinar	Year-End Reporting (10:00 a.m. - 11:00 a.m.)
March 9, 2027 *MASA/MoABO Budget Workshops*	MASA/MoASBO Budget Workshop: Budget Development (11:30 a.m. - 2:30 p.m.)
March 10, 2026 Webinar	Fraud Prevention (10:00 a.m. - 11:00 a.m.)
April *MoASBO Spring Conference* *Exact times and day will be determined later*	Activity Fund Accounting and Management Debt Planning and Management Internal Controls: Best Practices for School Districts Labor Relations/Contract Administration Leaves and Absences Fair Labor Standards Act Administration

CALENDAR AND CHART OF COURSES - YEAR TWO ELECTIVES

Select:

- Three webinars OR two webinars and one workshop from the table below
- Five total sessions from conferences - Support Staff (2) and Spring Conferences (3)

*Courses from the other area of focus may be substituted for two of the webinar electives. Duplication of courses will not be counted to meet the number of course requirements.

Topic	Method of Delivery	Month
Excel	Webinar	September
Public Relations and Communication	Webinar/Video	March
Time Management	Webinar	November
Essentials of Written Communication	Webinar	February
Working with your Superintendent - Building a Successful Partnership	Webinar	January
Setting the Tax Rate	Workshop	July/August Following the summer DESE conference
Breakout session **Breakout session**	**Support Staff Conference**	October
Breakout session **Breakout session** **Breakout session**	**Spring Conference**	April

APPENDIX A: CERTIFICATION APPLICATION

Complete online application using a link on the MoASBO website, www.moasbo.org, MoASBO School Business Specialist Certification Program. Please read and complete each section fully and accurately.

APPLICATION CHECKLIST

☐ **Section 1: Applicant Information** I have completed all applicant information and submitted payment.
☐ **Section 2: MoASBO Applicant Agreement and Code of Ethics.** I have pledged to uphold the MoASBO Code of Ethics and have indicated my acceptance of terms and conditions.
☐ **Section 3: Program Plan** I have reviewed the calendar/schedule for the program; and, upon acceptance to the program, I will consult with designated MoASBO staff regarding my plan for completing the program.
☐ **Section 4: Employment Experience** I am currently employed in a school district in a business or operations capacity, and I have met the experience required for certification. My job description and service record have been uploaded as part of the registration.
☐ **Section 5: Education Requirements** I have a high school diploma, GED certificate, or college degree, and have uploaded an official transcript or copy of diploma as part of the registration.
☐ **Section 6: Letter of Recommendation** A letter of recommendation from my supervisor has been uploaded as part of the registration.

Section 1: APPLICANT INFORMATION

Applicants must complete and submit the online application, which includes agreement to the terms and conditions of the application. He/she must also upload supporting documents as part of the application. Applications and the program fee payment of $500, must be received by July 31.

Credit card is the preferred method of payment. Checks should be mailed to: MoASBO, SBSC Program, 3550 Amazonas Drive, Jefferson City, MO 65019. Payment will be processed following acceptance into the program.

It is the responsibility of the applicant to confirm submission of all application requirements.

Following is the required information to be provided to complete the electronic application.

Applicant First and Last Name (as it should appear on certificate)

_____

Title of Present Position _____

School District _____

School District Address

_____

Work Email Address _____

School Phone Number

_____

Personal Mobile Number

_____

Personal Email Address _____

APPLICATION FEES

☐ School Business Specialist Certification Program
$500—MoASBO Member
(Non-refundable when accepted into the program.)

Section 2: APPLICANT AGREEMENT

I certify that, to the best of my knowledge, the information on this certification application is true, complete, and accurate. I authorize MoASBO to verify the accuracy of any information contained herein, or supplied in support of the application from any person(s) having knowledge of such information.

I understand that violation of the MoASBO Code of Ethics may be grounds for possible denial or revocation of certification. I recognize certification, once granted, may be revoked at any time if it is established that I:

- Provided information for certification or for recertification that is not accurate and/or complete;
- Engaged in illegal or inappropriate conduct once certification is conferred;
- Violated the MoASBO Code of Ethics

Should my certification be revoked or suspended for any reason, I understand that I must immediately stop using the MoASBO CSBS certification designation.

By submission, I attest that I will maintain my certification as required and uphold the MoASBO Code of Ethics.

SUBMIT THE FOLLOWING:

☐ Electronic Application

MoASBO CODE OF ETHICS

Applicants and certificants subscribe to the following statements of ethics and standards of conduct.

The school business official:

1. Makes the well-being of students the fundamental value in all decision making and actions.

2. Supports the principle of due process and protects the civil and human rights of all individuals

3. Obeys and supports the Constitution of the United States and the laws of the State of Missouri.

4. Implements the state and local boards of education's policies and administrative rules and regulations.
    - Supports the goals and objectives of the employing school system.
    - Interprets the policies and practices of the district fairly and objectively.
    - Implements, to the best of the official's ability, the policies and administrative regulations of the district.
    - Pursues appropriate measures to correct those laws, policies and regulations that are not in the best interest of public education.

5. Pursues stewardship of the district's resources, adheres to commonly accepted business practices, encourages full disclosure of relevant information, and refrains from using the position for personal gain.

6. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

7. Actively supports professional associations aimed at improving school business management including MoASBO and ASBOI.

8. Accepts leadership roles and responsibilities when the opportunity exists.

9. Offers assistance and/or guidance to colleagues and nurtures their professional growth.

10. Honors all contracts until fulfillment or release.

11. Does not tolerate the failure of others within their district to act in an ethical manner and will pursue appropriate measures to correct such failures.

By submission, I attest that I have read, understand, and will uphold the MoASBO Code of Ethics.

AGREE TO THE FOLLOWING:

☐ Acceptance of MoASBO Code of Ethics Statements (included in application)

Section 3: QUALIFYING EMPLOYMENT EXPERIENCE

Qualifying employment experience is defined as currently working in a Missouri public school in a business and/or operations capacity at the time an application for certification is filed and approved.

UPLOAD THE FOLLOWING SUPPORTING DOCUMENTATION DURING THE REGISTRATION PROCESS:

☐ Current job description

☐ Official Missouri Service Record* or personnel record showing years of experience

*Documentation of employment history in Missouri. Includes dates of hire, rehire, position appointments, promotions, and separation. Records may include, but are not limited to, application, resume, position change, and resignation documents.

Section 4: EDUCATION REQUIREMENTS

A high school diploma or GED certificate and one year of school business experience

OR

A college degree and one year of school business experience

UPLOAD THE FOLLOWING SUPPORTING DOCUMENTATION DURING THE REGISTRATION PROCESS:

☐ An official high school transcript, copy of diploma, or copy of GED certificate

OR

☐ An official college transcript

Section 5: LETTER OF RECOMMENDATION

The supervising administrator will provide a letter about the application concerning integrity, character, and competence as a school business professional, as he/she honestly evaluated the applicant.

UPLOAD THE FOLLOWING SUPPORTING DOCUMENTATION DURING THE REGISTRATION PROCESS:

☐ Letter of recommendation for MoASBO School Business Specialist Certification Program

Section 6: PROGRAM PLAN

I have thoroughly and completely reviewed the course descriptions and the schedule of courses. I will consult with MoASBO staff regarding any substitute courses prior to taking them. I understand it is my responsibility to register for the appropriate courses, sign in and out of sessions, complete the follow up course survey and questions, and record information in my portfolio to complete the program and be awarded certification.

AGREE TO THE FOLLOWING:

☐ Acceptance of the program plan requirements (included in application)

APPENDIX B: CANDIDATE RESPONSES

Course Feedback Survey

The course feedback survey is required for each course. The electronic survey must be completed within seven days of the completion of the course.

First/Last Name _____

Email Address _____

School district _____

Title of Course _____

Date of Course _____

Presenter _____

Respond to the following questions via electronic survey. Provide specific details in your responses.

1. **Did the course content align with the course description?**

2. **How satisfied were you with the presenter?**

3. **How satisfied were you with the presentation format?**

Additional comments and/or suggestions for improvement (required)

PORTFOLIO QUESTIONS

The portfolio questions are required to encourage participants to reflect on each course. By doing so, individuals can evaluate current practices and work towards improvement of their respective job functions. The electronic question submission must be completed within seven days of the completion of the course.

First/Last Name _____

Email Address _____

School district _____

Title of Course _____

Date of Course _____

Presenter _____

Respond to the following questions via electronic survey. Provide specific details in your responses.

1. **What information from this session reinforced your current practice(s)?**

2. **What new or surprising information did you learn?**

3. **What will you do differently as a result of this information?**

Appendix C

Continuing Education - MoASBO SBS Certification Program

Record of Courses for Certification Renewal - Requirement: Five credits per year for three years

The agenda/program material must be uploaded into a personal recertification folder in Google following completion of each course. Course length must be at least 50 minutes.

First/Last Name _____ Email Address _____

School district _____

Year original certification was obtained _____ Renewal year _____

YEAR ONE _____

Date	Course/session	Provider	Instructor

YEAR TWO _____

Date	Course/session	Provider	Instructor

YEAR THREE _____

Date	Course/session	Provider	Instructor