

# **SECTION I: OVERVIEW**

## **Texas Association of School Business Officials Professional Certification Program**

### **Purpose**

The Texas Association of School Business Officials has developed a non-discriminatory, voluntary program of professional certification and continuing education to provide recognized standards of professional competence and educate its diverse constituency in professional business and operations practices. This program was especially created for school business administrators, officials, and specialists in the state of Texas.

### **Professional Certification Standing Committee**

The Professional Certification Standing Committee (Certification Committee) shall serve as the advisory group to the TASBO Board of Directors regarding all matters of certification.

The goals of the TASBO Certification Committee are:

- To provide training in all areas identified in the Components and Competencies for School Business and Support Services (see Appendix E).
- To assure that the TASBO program continues to be the standard required for Texas school business and operations staff.
- To assure that the TASBO program is accessible through multiple methods of delivery.

The TASBO Certification Committee is responsible for the following:

- Develop and maintain a strong, flexible and meaningful certification program.
- Gather and disseminate pertinent research data from the field.
- Develop instruments to be used as models for analyzing and improving school district business and/or operations practices.
- Prepare and conduct training and education about the TASBO Certification Program.
- Conduct research sponsored by the TASBO Board and Executive Director in the area of certification programs.
- Prepare and submit for possible publication, feature articles and other editorial material about certification.
- Identify the needs and provide training for TASBO Management courses required for certification.
- Maintain certification program rules, regulations and procedures that will promote and maintain valid TASBO certification throughout the TASBO organization and the state of Texas.
- Assist with the nomination process of the TASBO Commitment to Excellence Award.

## **Professional Certification Standing Committee Structure:**

The TASBO Certification Committee, in accordance with Board Policy 8550, shall be structured as follows:

- Consist of 9 members appointed by the TASBO Board of Directors. Members shall be required to sign the TASBO Standing Committee Code of Conduct.
- Candidates for membership on this committee must be TASBO Certified (or have previous experience as a member of the TASBO Board of Directors), have served at least 3 years as an active or life member, and have 2 years active service on a TASBO research committee.
- Members shall serve 3-year terms and may be appointed for multiple year terms.
- The TASBO Board has the authority to remove and or replace members at any time.
- The committee shall have a Chair, Vice-Chair and Secretary elected by the committee members. These officers will serve 2-year terms, elected at the TASBO Annual Conference in odd numbered years. There will not be an automatic rotation schedule. In the event of a vacancy, an interim will be appointed to complete the term

## **Governance of the Program**

The TASBO 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 Certification Committee and the Executive Director. Policies, rules, and regulations governing the certification program will be made available through the TASBO web site.

## **Eligibility**

Eligibility requirements are outlined in Section II of this manual. Upon final approval of the application, all individuals who meet the standards and qualifications for certification established by the TASBO Board of Directors shall be certified for three-year periods. Recipients must meet the continuing education requirements, as established by the Board of Directors and described on page 4, to renew their certification for subsequent 3-year periods.

## **Prior Course Work**

Non-members who have taken courses and passed the required tests, in the period 2 years prior to May 1, 2005, may receive certification credit. Requests to receive this credit should be sent in writing to the TASBO Education Coordinator.

## **Procedures**

- All applications for certification will be reviewed and evaluated by the TASBO Education Coordinator. The Education Coordinator will approve or deny the applicants based on information received from the application and data in the transcript file of the individual.
- The Education Coordinator may request additional information as is deemed necessary to verify application data. Failure to provide information as requested by the Education Coordinator shall constitute grounds for denial of the application. An

application for certification may be disapproved if TASBO staff is unable to satisfactorily verify any material representation contained in the application.

- 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.
- Certified appointees may hold only one TASBO certificate designation at a time, the highest they have earned. The Registered Texas School Business Administrator (RTSBA<sup>cm</sup>) supersedes the Certified Texas School Business Administrator (CTSBA).
- An applicant for the Certified Texas School Business Specialist (CTSBS<sup>cm</sup>) or the Certified Texas School Business Official (CTSBO<sup>cm</sup>) designation must indicate the area of specialization(s) by taking the required courses in those areas when working for certification.
- Course credit earned under any certification level may be credited toward any higher certification level, where applicable.
- TASBO maintains a “no testing out” policy. To receive certification credit, an individual must attend the course in its entirety and take and pass the test given at the end of the course. The test must be taken at the time it is administered to the class participants.
- Individuals completing online courses will be given a final exam when the instructor determines that all lessons have been satisfactorily completed. After successful completion of the final exam, course credit will be awarded.
- A retired individual holding a certificate and who wishes to keep his/her certification must complete the required continuing education hours same as an active member would.
- Questions about the Certification Program shall be addressed to the Director of Professional Development, Education Coordinator or Certification Specialist.

## **Denial and Appeal Process**

In the event an application is not approved by the Education Coordinator, the applicant will be notified in writing of that determination by the Education Coordinator.

The applicant shall have the right to appeal the decision of the Education Coordinator by written notice to the Executive Director. If the appeal is denied, the Executive Director shall notify the applicant in writing. The applicant shall then have the right to appeal the decision to the Certification Committee. The appeal must be received by the chair of the Certification Committee within 30 days from the date of receipt of the Executive Director’s written denial notice. All documentation supporting the appeal must be received by the committee chair within 60 days of receipt of the Executive Director’s written notice of denial.

## **Continuing Education Requirements**

All certificates shall be valid for three years from the date granted. All RTSBA<sup>cm</sup>, CTSBA, CTSBO<sup>cm</sup>, or CTSBS<sup>cm</sup> certificates will be renewed 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. Certified individuals may apply for continuing education credit hours offered by an approved organization (see Appendix A).

- Certificate holders of the CTSBS<sup>cm</sup>, CTSBO<sup>cm</sup>, CTSBA, and RTSBA<sup>cm</sup> must receive at least 60 clock hours of continuing education every three years. This is to be completed by the end of the three-year period from the date of issuance or renewal to maintain their current certification.
- At least 12 of the 60 required hours must be taken through TASBO workshops, education courses, attendance at Annual or Summer Conferences, or programs sponsored by TASBO affiliates. Publication of an original article in the TASBO Report earns 3 hours of CEU's.
- Certificate holders must file their clock hours of continuing education credits in writing with TASBO staff or through TASBO's electronic reporting system.
- Certificate holders who are Life Members are not required to complete continuing education hours to maintain certification.
- After attendance at a training offered by an approved organization, individuals are to complete a Continuing Education Attendance Report (blank form is available at end of Appendix A) and send it to TASBO headquarters. Individuals must keep a copy of the attendance record for a period of three years. A list of organizations currently approved for continuing education credit is found in Appendix A and on the TASBO website.
- Instructors of TASBO education courses may receive certification credit and/or continuing education hours, once annually (TASBO's fiscal year) per course taught. Instructors should inform TASBO staff if they want either of these credits.
- The end-of-course test is not required if the course is taken only for continuing education hours; however, certification credit can only be earned if the test is taken and passed. The test must be taken at the time the test is administered to class participants.

Individuals attending the TASBO Annual Conference may earn 6 continuing education hours for each full day they attend the Conference and actual hours attended for partial days. Summer Conference attendees may also earn 6 continuing education hours each full day and actual hours attended for partial days.

### **Other Program Continuing Education Credit**

TASBO education courses are approved as continuing education for CPAs, TESA's Staff Training for Effective Management (STEM) program, public school board members, State Board for Educator certification, and charter school board members and administrators. Forms are provided at each class for participants to request these credit hours or are emailed to participants after workshops, academies and other training events.

## **Substitute Course Credits**

Substitute courses are those taken in lieu of specific TASBO courses. These substitutes must be approved, in advance, by the appropriate research committee and the TASBO Certification Committee. No more than two substitute or equivalent courses will be allowed for all certification levels combined. See Appendix B for a list of currently approved substitute courses.

## **Equivalent Course Credits**

The TASBO Certification Committee, upon petition from another school professional organization, will review the requirements of that organization for certification to determine which, if any, course equivalencies may be granted toward TASBO certification for that professional organization's certified members. See Appendix B for a list of currently approved equivalent courses. The maximum number of equivalent or substitute courses which may be credited towards TASBO certification is two.

## **Revocation of Certification**

A professional certificate may be revoked by the TASBO Executive Director, based on recommendation of the TASBO certification staff, for failure to meet requirements of continuing education. This revocation can occur only after the individual has been notified in writing that continuing education requirements have not been met, and has been given a three-month period to turn in documentation of completion. Names of members whose certificates have been revoked for this reason will be provided to the Board of Directors at the next scheduled board meeting.

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

## **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 TASBO, 2) the application fee is paid again, 3) the new application is submitted within two years of the date the certification was revoked, and 4) all delinquent continuing education hours are completed and documentation is submitted to TASBO. The individual is required to submit the remaining number of hours for the maintenance period between the date of revocation and the date application is made for reinstatement. The new maintenance period begins the date reinstatement is approved, and upon submission of the reinstatement application, supporting documents, and required fee.

## **Violation of TASBO Code of Ethics or Standards of Conduct**

- Any TASBO certified individual may file a grievance with the Board of Directors of the Texas Association of School Business Officials against any other certified individual who has knowingly violated the Code of Ethics or Standards of Conduct of this Association.

- The Board of Directors will determine whether or not to have a hearing regarding the grievance.
- If a hearing is held, the Board of Directors will notify the parties involved of the time and place of the hearing, which will be private and not open to the public. Notices shall give all parties a reasonable length of time to prepare.
- Based upon the evidence and facts presented to the Board of Directors and based upon the seriousness and degree of the violation, the Board of Directors will decide upon the proper sanction, if any, of the individual.

## **Fees**

Fees will be set by the Board of Directors. The current fee structure is shown below.

	<b><u>RTSBA<sup>cm</sup></u></b>	<b><u>CTSBO<sup>cm</sup></u></b>	<b><u>CTSBS<sup>cm</sup></u></b>	<b><u>Project</u></b>
Member Rate*	\$60	\$40	\$40	\$30
Non-Member Rate	\$175	\$155	\$155	\$50

(\* Member Rates include all TASBO Institutional, Individual, Associate and Student Members)