

Certification Action Plan

CTSBS (Certified Texas School Business Specialist)	
	1. MGT 307 – Business Ethics (required)
Area of Specialization	2.
	3.
	4.
	5.
	6.
	7.

CTSBS Requirements:

- Two years of school business and/or operations experience with at least one year of experience in a Texas public school.
- Complete a minimum of seven courses, including four from one area of specialization.
- Management is not an area of specialization.

CTSBO (Certified Texas School Business Official)	
	1. MGT 307 – Business Ethics (required)
Area 1	2.
	3.
	4.
Area 2	5.
	6.
	7.
Area 3	8.
	9.
	10.

CTSBO Requirements:

- Three years of school business and/or operations experience with at least one year of experience in a Texas public school.
- Complete a minimum of 10 courses, including three courses from three different areas of specialization.
- Management is not an area of specialization.

Note: Courses completed for CTSBS can be applied to CTSBO and RTSBA.

RTSBA (Registered Texas School Business Administrator) & RTSBO (Registered Texas School Business Official)	
	1. MGT 301
	2. MGT 303
	3. MGT 306
	4. MGT 307
	5. MGT 308 or MGT 320
	6. MGT 309
	7. MGT 310 or MGT 321
	8. MGT 317 or MGT 318
	9.
	10.
	11.
	12.
	13.
	14.
	15.

RTSBA and RTSBO Requirements:

- *RTSBA Specific:*
 - Bachelor's degree or higher from an accredited college or university.
 - Five years of school business and/or operations experience with at least one year of experience in a Texas public school.
- *RTSBO Specific:*
 - Seven years of school business and/or operations experience with at least one year of experience in a Texas public school.
 - Complete a minimum of 15 courses, including eight specific MGT courses.
 - Complete at least three courses in-person.
 - There is no area of specialization, only required management courses.

Note: Courses completed for CTSBS and CTSBO can be applied to RTSBO or RTSBA.

The full compilation of certification requirements are covered in the certification manual.