



CERTIFICATION APPLICATION

Please select the level of certification for which you are applying (select only one).

Certified Texas School Business Specialist (CTSBS)

Certified Texas School Business Official (CTSBO)

Registered Texas School Business Official (RTSBO)

Registered Texas School Business Administrator (RTSBA)

APPLICANT INFORMATION

Applicant Name (as it should appear on certificate) _____

Title of Present Position _____

Organization _____

Email _____ Business Telephone _____

Address to Mail Certificate _____

City/State/Zip _____



TASBO CANDIDATE AGREEMENT

I certify that, to the best of my knowledge, the information on this certification application is true, complete, and accurate. I authorize TASBO to verify the accuracy of any information contained in, or supplied in support of the application from any person(s) having knowledge of such information. I understand that violation of the TASBO Certification Code of Ethics and Standards of Conduct may be grounds for disciplinary action and possible denial or revocation of certification. I recognize certification, once granted, may be revoked at any time if it is established that information provided for certification or for recertification is not accurate and/or complete; if I engage in illegal or inappropriate conduct once certification is conferred; or if I violate the TASBO Code of Ethics and Standard of Conduct.

I understand that I must notify TASBO in writing to the Executive Director or Board President of the occurrence of any of the following events within 30 days of the date certificate holder has knowledge of these events:

- the conviction or imposition of deferred adjudication of the licensee or certificate holder of any of the following:
 1. a felony;
 2. a crime of moral turpitude;
- As used in this section, a conviction includes the initial plea, verdict, or finding of guilt, plea of no contest, or pronouncement of sentence by a trial court even though that conviction may not be final or sentence may not be actually imposed until all appeals are exhausted.

Should my certification be revoked or suspended for any reason, I understand that I must immediately cease using the TASBO credentials.

By my signature below and on the following page, I attest that I will maintain my certification as required and uphold the TASBO Code of Ethics and Standard of Conduct.

Applicant Signature _____ Date _____



TASBO CODE OF ETHICS

Certified individuals subscribe to the following statements of ethics and standards of conduct.

The Texas School Business Official:

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern their activities.
4. Implements to the best of their ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of their position for personal gain through influence politically, socially, or economically.
6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Earns academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.
9. Honors the public trust.

TASBO Standards of Conduct

In relationships within the school district it is expected that 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 the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
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 to achieve their maximum potential through fair and just treatment.

In the conduct of business and 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 which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside 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 value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts and professional associations, it is expected that the School Business Official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
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.
6. Abide by applicable TASBO policies, including the Harassment Policy 1651, and act professionally when representing TASBO or participating in any TASBO functions or activities.

Applicant Signature _____ Date _____