

Indiana Association of School Business Officials

CERTIFICATION PROGRAM

Frequently Asked Questions

What is IASBO Certification?

IASBO Certification is a voluntary system, established in 2005 by the Indiana Association of School Business Officials (IASBO). It provides focused training to school business officials in order to:

1. Offer practical information that will help school business officials succeed and excel in their employment; and,
2. Establish a basis for advancing professionalism of school business officials and assuring school corporations that current or prospective business officials have a base of knowledge about laws, regulations, and procedures for functioning in an Indiana public school.

Who May Become Certified?

Any current IASBO active member may become certified. IASBO has developed five different certification tracks, each designed to a specialty.

- Chief Business Officer
- Assistant Chief Business Officer
- Business Office Specialist
- Facility Director
- Human Resource Specialist

Why Should I Become Certified?

Obtaining certification demonstrates a dedication to your profession and offers you a base of knowledge in an area of study. Taught by seasoned practitioners, the courses offer core information that assures school districts that the recipient has received instruction pertaining to the basic qualifications in one of five certification track areas. Those who have completed the Certification Program have reported such things as salary enhancements, promotions, and increased consideration as viable job applicants.

Is the Certification Program the Same as the IASBO Professional Registration Program?

No. The Certification Program is a different opportunity for professional growth. The Professional Registration Program (RSBA, RSBO and RSBS) has been eliminated by IASBO and has been replaced by the Certification Program.

Are the Certification Program Courses Different from Other IASBO Professional Development Seminars?

Yes. The Certification Program courses are designed to provide the basic core knowledge that is necessary for you to meet your job responsibilities. The curriculum for each certification track is designed similar to that of a college program of study. Courses are broken down into three-hour or six-hour segments. On the other hand, the IASBO Professional Development Seminars are developed to provide you information on timely topics. These seminars are designed by IASBO's Research Committees and will continue to be offered throughout the year to keep IASBO members up-to-date on current issues.

Do I Qualify?

Requirements vary for each of the five certification tracks. First, you must be an active IASBO member. The Chief Business Officer track requires a BA/BS degree. The other four certification tracks require an Associate degree or high school diploma.

How Do I Apply?

When you wish to begin the certification process, complete the *Certification Application* that is found on the website and send it to the IASBO office. An application may be submitted at any time. There is a \$25.00 application fee that needs to be included with the application.

When are Classes Offered?

Classes are scheduled so that each course is made available during a two-year period. The IASBO office alerts the membership of course offerings via its email system, and the complete 2-year schedule is displayed on the IASBO web site.

What Are the Requirements for Completing the Certification Program?

There are both required and elective courses for each Certification Program track. The following summarizes each of the five certification tracks:

Chief Business Officer	83 required hours	9 elective hours	92 total hours
Asst. Chief Business Officer	66 required hours	12 elective hours	78 total hours
Business Office Specialist	28 required hours	30 elective hours	58 total hours
Facility Director	62 required hours	12 elective hours	74 total hours
Human Resource Specialist	62 required hours	9 elective hours	71 total hours

A matrix outlining the courses for each track can be found on the IASBO website. Most Certification Program courses are available to each track as either a required or elective class. Each individual will determine which courses they choose for elective hours.

If I Have Taken the IASBO Budget and/or Treasurer Seminar, Do I Need to Take It Again?

No. If these seminars are required for the track you are seeking and you have completed either or both seminars, you will not be required to take them again. Your earlier participation in these seminars will be applied toward the aggregate hours you are compiling in order to complete your certification.

Will There Be Testing on the Course Work?

No. This is a voluntary program of which IASBO monitors attendance and tracks the completion of classes. Each individual keeps their own portfolio of course information.

Will a Transcript of Completed Courses Be Available from the IASBO Office?

Yes. The Certification Program participant may contact the IASBO office for a transcript of his/her courses completed.

How Much Does the Certification Program Cost?

Each three-hour course is \$70.00, while a full-day or six-hour course is \$140.00. The cost covers meal functions, course materials, AV equipment, facility use and instructor costs.

Is There a Grandfathering Provision?

Yes. The IASBO Board of Directors has determined that an IASBO member who has 10 consecutive years of related school management experience and 10 consecutive years as an IASBO member is eligible for grandfathering into a particular track of the Certification Program. Those who are grandfathered are still required to complete the minimum number of hours necessary to be re-certified in their track after five years.

Is There a Governing Board for the Program?

Yes. The IASBO Board of Directors has created a Certification Program Board to implement the program. This Board is composed of the Chair of the IASBO Professional Development Committee (Chair of the Board), the two Vice Chairs of the IASBO Professional Development Committee, the IASBO President-Elect, one IASBO regional director and two IASBO Past Presidents. Their role is to determine revisions in the program, evaluate the program, and deal with issues that are pertinent to the program.

Which Certification Track is for Me?

It depends on your current responsibilities and long-term professional goals. You may move from one track to another with approval from the Executive Director and/or Certification Program Board.

Can I Get More Than One Certification at the Same Time?

Yes. An individual seeking certification in two different tracks at the same time needs to first submit an application and fee for both certification tracks. Then he/she needs to complete the required courses for each track and the elective hours that would satisfy the one with the greater number of elective hours. Elective hours in one track may be obtained by completing required courses in the other track.

If I Have Completed a Certification, Can I Get an Additional One?

An individual that already has completed one certification track may obtain a second track by completing any required courses in the second track that previously have not been completed and by he/she satisfying any additional number of elective hours if a greater number is required in the newer track. An individual that has been grandfathered in one track is considered to have "completed" all of the required courses in that track. If he/she seeks certification in a second track, then all of the required courses in the newer track that are not duplicate requirements from the grandfathered track must be completed. If the

required number of elective hours in the newer track is greater than that of the grandfathered track, then the difference in additional elective hours must be taken to satisfy the newer.

How Do I Maintain My Certification?

Re-Certification can be obtained by completing a minimum number of hours within five years of obtaining certification (or a previous re-certification) status. The following shows the number of hours that are required to be completed within this five-year period for each certification track:

- 150 contact hours for Chief Business Officer
- 120 contact hours for Assistant Chief Business Officer
- 90 contact hours for Business Office Specialist
- 90 contact hours for Facility Director
- 90 contact hours for Human Resource Specialist

IASBO seminars and Annual Meeting, IASBO Certification Program courses, the Indiana School Business Official Leadership Academy, and professional development opportunities sponsored by other educational organizations may be counted for renewal. Hours taken by an individual in seeking to obtain certification in a second track will be considered in the calculation of the re-certification hours for his/her initial track. An individual who is certified in multiple tracks can re-certify in all of the tracks by meeting the number of hours of the track that has the greater required number of re-certification hours (within the 5-year period).

Are CRU's and CPE's Available with the Certification Program?

Yes. CRU and CPE hours are given for completion of Certification Program courses.