



Oregon Association of School Business Officials
Professional Certification Program
Instructions

Thank you for your interest in our certification program. The Oregon Association of School Business Officials is excited to provide a program that defines professional standards for school business officials and continuing skill development. Please read and follow the instructions below.

Application

Part 3. **Application**

To be certified as a **manager** or **administrator** you must have supervisory experience.

Part 4. **Education**

If *Section 4* does not apply, leave blank.

Part 5. **Standards**

- When applying for **Certified Business Specialist** choose one standard. This is the area you will be certified in.

- When applying for **Certified Business Manager** choose two or more standards. These will be the areas you are certified in.

- When applying for **Certified Business Administrator** choose three standards you are most experienced with. However, you must be proficient in all areas to be certified as an administrator.

Part 6. **Work Experience**

Please list those positions you have held that relate to your application for certification and that count for the years of experience marked in *Part 3. Education*.

Part 7. **Memberships/Affiliations**

To receive certification you must have been a member of OASBO for at least 12 months immediately prior to application.

Part 8. **Notification**

We will gladly send your local newspaper a press release to let your community know of your accomplishment.

Evaluation

- ▶ When applying for **Certified Business Specialist** or **Certified Business Manager** your supervisor must complete **Evaluation – Form I**. Please check the standards on the evaluation form that correspond with the standards you marked on your application and give to your supervisor so they know which areas to evaluate you on. The evaluation must be mailed under separate cover with a letter of recommendation from your supervisor.

- ▶ When applying for **Certified Business Administrator** your supervisor must complete **Evaluation – Form II**. Your supervisor must complete all sections. The evaluation must be mailed under separate cover with a letter of recommendation from your supervisor.
- ▶ “The Educational Enterprise” section **must** be completed for all levels and standards of certification.
- ▶ The letter of recommendation from your supervisor must contain the following points:
 - ▶ length supervisor has supervised applicant;
 - ▶ specific achievements during applicants employment;
 - ▶ why the applicant deserves unqualified and unreserved recommendation for certification;
 - ▶ indicate positions applicant directly supervises (if applicable).

Attachments

Please provide the following in your application packet:

- ▶ completed and signed application
- ▶ signed Code of Ethics and Standards of Conduct
- ▶ current district organizational chart (see other side for sample chart)
- ▶ current job description
- ▶ documentation of degree (i.e., transcripts or certificates). Do not send original certificates, as documents will not be returned to you.
- ▶ resume

General Information

- ➔ We will not accept faxed copies of application materials. All forms must be original with original signatures.
- ➔ To be considered for certification your fee of \$100 must accompany application.
- ➔ Attach additional sheets to application if necessary.

Contact:

- Al Shannon - ashannon@osba.org
- Josie Hummert - jhummert@osba.org
- (503)588-2800 or (800)578-6722

Mail Applications to:

PO Box 1068 1201 Court St NE Ste 400
Salem, OR 97308 Salem, OR 97301

Application materials are available at www.oasbo.com

Sample Organizational Chart

