



School Business Administrator (SBA) Certification Program

The Southeastern Association of School Business Officials (SASBO) provides opportunities for professional education and development that can lead to the designation of qualified persons attaining the School Business Administrator (SBA) certification, which exemplifies a distinction in leadership.

The program is open only to SASBO members employed full-time by a school system within the 12 states in which SASBO governs. To qualify, candidates must accumulate a designated number of points in three of the four qualifying areas and meet other basic requirements.

Requirements

Four basic requirements must be met in order to attain the SBA designation administered by SASBO:

- The applicant must earn 300 points based on experience, academic credentials, and/or leadership involvement.
- Points must be earned in at least three of the four qualifying areas listed (i.e., credentials, experience, professional involvement and professional development).
- Applicant must have been a member of SASBO for at least three calendar years prior to the date of application.
- Applicant must currently be a current active SASBO member.

An applicant who has accumulated the 300 points through credentials, experience, professional involvement and professional development and who meets the other basic requirements will be eligible to attain the SBA designation.

Continuing Education

To retain the School Business Administrator (SBA) status, each SBA designee is required to earn a minimum of 24 hours of continuing education credit-hours each year, in which half of the total hours must be professional development hours administered by SASBO.

Each SBA is required to report continuing education hours accrued from January through December of the year following certification. Failure to meet the continuing education hour requirements will lead to revocation of the SBA designation and require a new application to be submitted for approval. Certified individuals must submit their continuing education hours to SASBO's certification committee each year by December 15th. The certification committee will meet annually in January to approve new applications and continuing education hours for annual renewal.

Qualifying Areas of Leadership Distinction

- **Credentials (Cumulative)**
 - Doctorate (School Business Related Field) – **100 points**
 - MBA, MPA, JD, CPA (each) – **75 points**
 - Other Graduate Degree – **50 points**
 - Undergraduate Degree – **25 points**
 - Associate Degree, Business College; or Vo-Tech Diploma – **15 points**
- **Experience (Points Per Year)**
 - Chief Finance Officer (CFO, or Director reporting to Superintendent) – **10 points**
 - Division Head (e.g., Assistant CFO, or Supervisor) – **7 points**
- **Professional Involvement (Per Achievement, Cumulative)**
 - National Officer/Director (1 time) – **50 points**
 - National Representative (1 time) – **35 points**
 - National Committee Member (1 time) – **25 points**
 - Regional Officer/Director (10 points per year, maximum 50 points) – **10 points**
 - Regional Committee Member– **5 points**
 - Not concurrent with officer role in same organization;
 - 5 points per committee; maximum 15 points in this category
 - State Officer/Director (10 points per year, maximum 50 points) – **10 points**
 - State Committee Member– **5 points**
 - Not concurrent with officer role in same organization;
 - 5 points per committee; maximum 15 points in this category.
- **Professional Development (Per Achievement, Cumulative)**
 - State, Regional or National Conference/Webinar Presenter - (10 points per session); maximum 50 points in this category – **10 points**
 - SASBO Leadership Attendee - (10 points per conference); maximum 50 points in this category – **10 points**

Application Process

The School Business Administrator (SBA) program is administered by the Southeastern Association of School Business Officials (SASBO). To apply for certification, an applicant must be a member of SASBO and currently employed full-time by a school district within the 12 states governed by SASBO. At time of certification, the candidate should have three complete calendar years as a member of SASBO.

Candidacy is formally established upon receipt of a completed official application form and non-refundable application fee of \$50.00. There is no fee for annual certification renewal.

Documentation is required for applicants applying for certification. The following documents are required to accompany the application to certify the following areas:

- Credentials – A copy of degree(s)
- Credentials - CPA certificate number, if applicable
- Experience - Letter stating supervisory experience certified by employer(s) and school district organizational chart
- Professional Involvement - Proof of professional involvement from the applicable association(s)
- Professional Development - Proof of attendance for Professional Development from applicable association(s)
- A current resume must also accompany the official application form.

Approval of certification applications are subject to review by the officers and board of directors of the Southeastern Association of School Business Officials. SASBO reserves the right to review, clarify, and revise the point system as deemed necessary. Additionally, SASBO reserves the right to request additional documentation to support information included in a candidate's application.

Completed application and all supporting documentation shall be scanned and emailed to sasbo.org@gmail.com. Email confirmation of receipt will be sent. Payment of the \$50.00 non-refundable application fee can be made online or mailed to:

SASBO
Attn: Certification Committee
PO Box 524
Clinton, MS 39060

To be considered, applications and payments must be final by December 15th.