



Montana Certified School Business Official Certification Process & Information



MCSBO

MASBO Mission Statement

MASBO is dedicated to training and supporting the people responsible for business operations in Montana schools.

Our goal is to enable members to manage the business in order to support education for Montana children.

Value of Certification

- Valuable to the school business official
 - Shows initiative, professionalism & dedication
 - Recognition
 - Instill confidence
- Value to employers
 - Proven knowledge and skills
 - Seasoned in school business practices
 - Maintains high standards and ethics



Earning Your MCSBO

APPLY



TEST



**MEET HOUR
REQUIREMENTS**

Application Process

Registration

The application registration is available from MASBO. It can be found on the MASBO website under the "Professional Development" tab.

Fees

There is not a fee for the application. Each of the 3 certification tests cost \$25.00 a piece.

Experience

You must meet the experience requirements of 3 years OR 2 years of experience with a Bachelor's Degree.

Hours

You must have 120 continuing education hours. You must provide documentation of those hours.

Testing



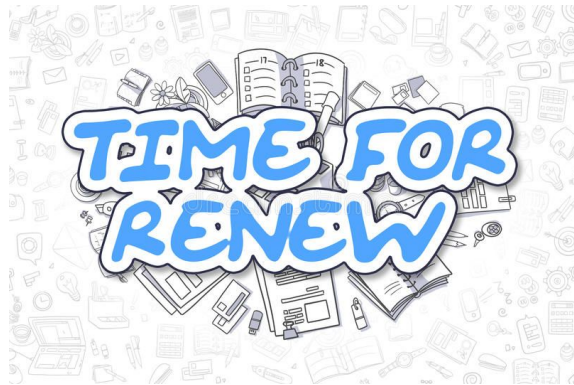
Continuing Ed Hours

An additional 120 continuing education hours (240 total) must be completed to be eligible for MCSBO status.



Maintaining Certification

- Certification is valid for 4 years
- Renewal Fee - \$25
- Continuing education - 120 hours



Certification Contacts

- **Denise Williams**
Executive Director
(406) 461-3659
dwilliams@masbo.com
- **Marie Roach**
Administrative Assistant
(406) 461-8804
mroach@masbo.com
- **Website:** www.masbo.com
Professional Development -> Certification





Questions?