

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CERTIFICATION APPLICATION AND COURSEWORK DOCUMENTATION

Name _____ E-mail _____
 Position _____ Phone _____
 Address _____ School District _____
 Date of this Application _____

TYPE OF CERTIFICATE REQUESTED:

BUSINESS SPECIALIST AREA _____ . NEW (\$15) RENEW (\$15) If renewing, enter Certificate number _____ Expiration Date _____ Attach documentation of 100 continuing education hours

STANDARD LEVEL NEW (\$15) RENEW (\$15) If renewing, enter Certificate number _____ Expiration Date _____ Attach documentation of 120 continuing education hours

PROFESSIONAL LEVEL TEST (CIRCLE 1) --- ONE* (\$25) --- TWO (\$25) --- THREE (\$25) *Attach the documentation of 120 continuing education hours with the Level 1 request only. Must have 120 hours completed before you can take the Level 1 test.

MONTANA REGISTERED SCHOOL BUSINESS OFFICIAL.....RENEW (\$25) Attach documentation of 120 continuing education hours Enter Certificate number _____ Expiration Date _____
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IF THIS IS AN APPLICATION FOR A NEW CERTIFICATE, applicant shall have his/her Board Chair or Superintendent certify by letter, that he/she is the District Clerk, Business Manager, Business Specialist or a person involved in the business administration/management of Montana school districts. The letter also must include a recommendation regarding the degree of character and integrity, competence and proficiency in his/her assignments and responsibilities. Signature stamps will not be acceptable.

EXPERIENCE: Three years required (Two years required for Bachelors Degree) - (not necessary to complete for renewal application)

SCHOOL DISTRICT	POSITION HELD	PERSON TO CONTACT	LENGTH OF EMPLOY
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION:

(Necessary to complete only if applicant has less than the required three years of experience – not necessary to complete for renewal application)

SCHOOL ATTENDED	DEGREE AWARDED	MAJOR	MINOR
_____	_____	_____	_____
_____	_____	_____	_____

Attach transcript.

FEES: (must be included with this application)

Business Specialist Application	\$15.00	(new and renewal)
Standard Application	\$15.00	(new and renewal)
Testing Fee		
Level 1	\$25.00	
Level 2	\$25.00	
Level 3	\$25.00	
MRSBO Professional Application	N/A	but must have additional 120 continuing education hours
MRSBO Renewal	\$25.00	and 120 continuing education hours.

Certificates awarded at MCEL - applications must be submitted by October 1st.

Certificates awarded at the Annual Summer Conference - applications must be submitted by May 1st.

Please include all continuing education credits necessary for the certificate you are applying for.

**MASBO
DOCUMENTATION OF COURSEWORK**

Please duplicate this page if more space is needed.

COURSE/WORKSHOP	LOCATION	DATE	CREDIT HRS
Total Hours			

The application will be reviewed and evaluated based on the information received. The Executive Director may request such information as is deemed necessary to verify applications. An application for initial certification or for renewal may be denied if MASBO is unable to satisfactorily verify any material representation contained in the application. The MASBO Board of Directors has final approval authority.

All statements made in this application are true. I understand that the certification committee may request substantiation of any statements made or coursework listed.

Name (please print) _____

SignatureDate