



Certification Application/Renewal

Submit by May 31 or September 30

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

Payment Options: ___ Payment Enclosed (payable to MASBO)
 ___ Bill Me
 ___ Bill My School District

Type of Certificate Requested:

Business Specialist Certificate	___ New (\$15)	___ Renewal (\$15)
Area (Choose One): ___ Personnel Management ___ Risk Management ___ Payroll ___ Facilities Management ___ School Finance ___ Purchasing/Supplies Management (Alternative areas may be considered by MASBO Board.)		
If renewing, enter Certificate Number: _____ Expiration Date: _____		
<ul style="list-style-type: none"> • <i>This renewal category also applies to a Business Specialist Certificate that has been upgraded to Professional Level I or II by passing tests before the 4 year Business Specialist Certification expired.</i> 		
Attach documentation of 100 continuing education hours.		

Standard Certificate	___ New (\$15)	___ Renewal*(\$15)
If renewing, enter Certificate Number: _____ Expiration Date: _____		
<ul style="list-style-type: none"> • <i>This renewal category also applies to a Standard Certificate that has been upgraded to Professional Level I or II by passing tests before the 4 year Standard Certification expired.</i> 		
Attach documentation of 120 continuing education hours.		

MCSBO Testing Fees (check all that apply)	___ Test 1 (\$25)	___ Test 2 (\$25)	___ Test 3 (\$25)
<ul style="list-style-type: none"> • You may register to take more than one test at a time. • Tests are given at Summer Conference (June) and MCEL Conference (October), or a date and location as determined by the Executive Director. • You must pass all 3 tests with a score of 70% or greater within 3 years following the fiscal year end in which the first test was passed. 			
Attach documentation of 120 continuing education hours (initial application only.)			

Montana Certified School Business Official (MCSBO)

____ Renewal (\$25)

If renewing, enter Certificate Number: _____

Expiration Date: _____

* All MCSBO Certificates are renewals. Standard Certificates, Business Specialist Certificates, and Professional Level I, II, and III Certificates are upgraded to MCSBO following testing and completion of an additional 120 hours of continuing education. MCSBO Certificates do not require an initial certification application fee.

* **Attach documentation of 120 continuing education hours.**

All New Applications and Renewals:

MASBO Documentation of Coursework (within prior 4 years)

Please attach separate sheet if more space is needed.

COURSE/WORKSHOP	LOCATION	DATE	CREDIT HRS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total Hours	_____

Initial Application Only:

- 1) **Letter from Board Chair/Superintendent:** Include a letter from the Board Chair or Superintendent certifying that the applicant is the District Clerk, Business Manager, Business Specialist or a person involved in the business administration or management of Montana school districts. The letter must also include a recommendation regarding the degree of character and integrity, competence and proficiency in the applicant’s assignments and responsibilities. Original signature is required on the letter, and signature stamps will not be accepted.
- 2) **Experience/Education:** Three years of experience are required, or two years with a Bachelor’s Degree (complete the education section below).

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

Complete this section only if applicant has less than 3 years of experience:
(Attach transcript)

SCHOOL ATTENDED	DEGREE EARNED	MAJOR/MINOR
_____	_____	_____
_____	_____	_____

Fees:

Business Specialist Application	\$15.00 (new and renewal)
Standard Application	\$15.00 (new and renewal)
Testing Fee	
Test 1	\$25.00
Test 2	\$25.00
Test 3	\$25.00
MCSBO Application	N/A (new)
MCSBO Renewal	\$25.00 and 120 continuing education hours

Submit this form to MASBO:

by September 1st to test or receive your renewal certificate at MCEL in October
by May to test or receive your renewal certificate at Summer Conference in June

This application will be reviewed and evaluated based on the information received. The Executive Director may request any information needed to verify the application. An application for initial certification or for renewal may be denied if MASBO is unable to adequately 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 MASBO Certification Committee or Executive Director may request documentation to substantiate any statements made or coursework listed.

Name _____

Print

Signature

Date