

Montana Association of School Business Officials Certification Application

Name: _____

District & Title: _____

New or Renewal Certification Application: _____

Type of Certificate Requested: _____



Certification Types

Standard Certificate

1. 3 years of experience in School Finance or 2 years with Bachelor's Degree in related field
2. Documentation of 120 continuing education hours for new application or renewal every 4 years
3. Letter from Board Chair or Superintendent
4. Active MASBO Member
5. \$25 new application or renewal fee

Professional Level/Montana Certified School Business Official (MCSBO)

1. 3 years of experience in School Finance or 2 years with Bachelor's Degree in related field
2. Documentation of 120 continuing education hours with new application or renewal every 4 years
3. Letter from Board Chair or Superintendent
4. Active MASBO Member
5. \$25 new application fee or renewal fee
6. \$25 testing fee each time applicant tests
 - a. With an approved application, an applicant may start testing to earn each of three Professional Level Certificates
 - b. Applicant must pass the 3 tests within 3 years from the date the first test was passed. Once tests are passed and an additional 120 hours of continuing education are submitted, a MCSBO Certificate may be awarded

Requirements to Apply:

Experience/Education: Three years of experience are required, or two years with a Bachelor's Degree

District Name _____ Start – End Date _____

District Name _____ Start – End Date _____

With two years' experience, attach college transcript. School Attended: _____

Continuing Education Hours: Documentation of 120 Continuing Education Hours are required for all new and renewal applications. Attached list of hours including workshop name, location, date and credit hours for each. [Coursework Log](#)

Letter from Board Chair/Superintendent: Include a letter from the Board Chair or Superintendent certifying that the applicant is a School Business Official in a Montana school district. The letter must also include a recommendation regarding the degree of character, 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.

Please see [Certification Manual](#) for more information.

This application will be evaluated based on the information received. An application may be denied if MASBO is unable to adequately verify any information 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, MASBO Board or MASBO Staff may request documentation to substantiate any information in the application.

Applicant Signature and Date

Office Use Only:

Experience Requirement Met ____ Continuing Education Hours Received ____

Board/Supt Letter Received ____ Application Fee Received ____

MASBO Board Approval Date _____