



# **Montana Certified School Business Official Certification Process & Information**



Updated 5/7/2025



# MASBO Mission Statement

Empowering School Business Leaders Through Education

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



# Application Process

## Registration

The application can be found on the MASBO website under "Professional Development" tab.  
Must include a letter from the Board Chair or Superintendent with the initial application

## Fees

There is a \$25.00 new and renewal application fee, Plus each of the 3 certification tests cost \$25.00.

## Experience

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

## Hours

You must obtain and document 120 continuing education hours with the initial application. All hours must be documented by you.



# Application

## Montana Association of School Business Officials Certification Application

Name: \_\_\_\_\_

District & Title: \_\_\_\_\_

New or Renewal Certification Application: \_\_\_\_\_

Type of Certificate Requested: \_\_\_\_\_



### Certification Types

#### Standard Certificate

**3 years of experience in School Finance or 2 years with Bachelor's Degree in related field**

1. Documentation of 120 continuing education hours for new application or renewal every 4 years
2. Letter from Board Chair or Superintendent (initial application only)
3. Active MASBO Member
4. \$25 new application or renewal fee

#### Professional Level/Montana Certified School Business Official (MCSBO)

**3 years of experience in School Finance or 2 years with Bachelor's Degree in related field**

1. Documentation of 120 continuing education hours with new application or renewal every 4 years
2. Letter from Board Chair or Superintendent (initial application only)
3. Active MASBO Member
4. \$25 new application fee or renewal fee
5. \$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:

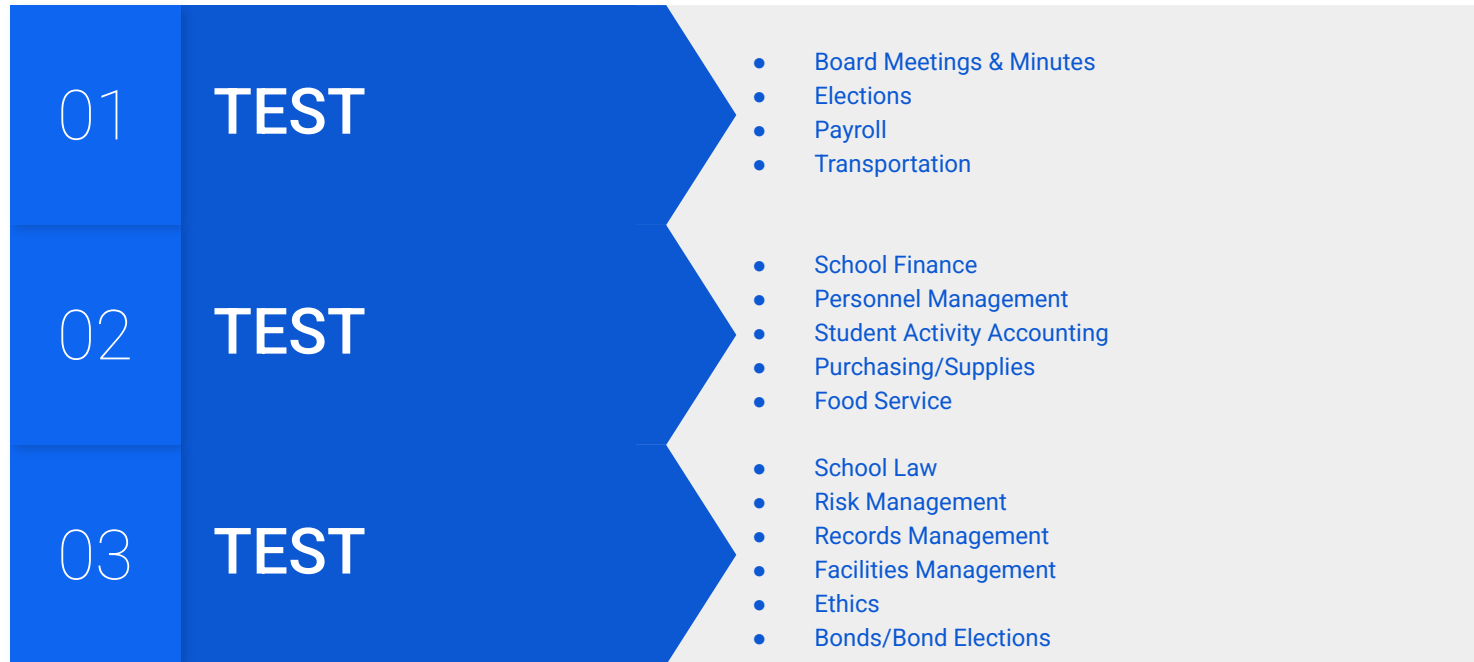
Experience Requirement Met \_\_\_\_\_ Continuing Education Hours Received \_\_\_\_\_

Board/Supt Letter Received \_\_\_\_\_ Application Fee Received \_\_\_\_\_

MASBO Board Approval Date \_\_\_\_\_

# Testing

All three tests must be *taken and passed* within 3 years of the date of the first test.  
Tests *do not* need to be taken in order!





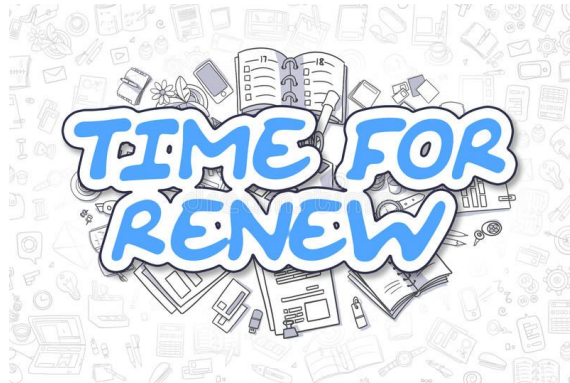
# Continuing Ed Hours

An additional 120 continuing education hours (240 total) must be submitted once all tests are taken and passed to be eligible for MCSBO status.



# Maintaining Certification

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



# Certification Contacts

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Professional Development -> Certification





Questions?