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# Professional Certification Program

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(Revised July 2010)

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## Enhanced Professionalism

Recognizing the importance of attaining professionalism for school business officials, not only with regard to acquired knowledge and experience, but also in terms of the recognition and respect of peers and other professionals, LASBO's Board of Directors established its Professional Certification Program in 1992. In 2010, certification was made available for Louisiana Charter School Business Professionals.

The Program offers both acknowledgment and recognition for professionals at all levels of school business management. Certification is a way of recognizing those individuals with the background, training, and on-the-job experience to meet recognized standards of professional competence.

## Certification Choices

Certification is available at four levels:

- ◆ **Certified Louisiana School Business Administrator (CLSBA)**
  
- ◆ **Certified Louisiana School Business Official (CLSBO)**
  
- ◆ **Certified Louisiana School Business Specialist (CLSBS)**
  
- ◆ **Certified Louisiana Charter School Business Professional (CLCSBP)**

All levels are equally important. Though the requirements differ for each, no designation is "better" than another. All require commitment to continuing education and to enhancing skills and knowledge to meet the demands of ever-changing schools and their administration in the 21st century.

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## Objectives of Certification

- ◆ To raise the professional standards of those engaged in school business administration
- ◆ To improve the practice of school business administration by encouraging officials to participate in a program of continuing professional development
- ◆ To identify individuals with thorough knowledge of the principles and practices of school business administration, related disciplines and the laws governing and affecting schools
- ◆ To award special recognition to school business officials who have shown a high level of competence and ethical fitness in their profession

## Benefits of Certification

LASBO's Professional Certification Program is a mark of distinction, reflecting the highest honor of professional achievement in school business management. Certification benefits school business officials in several ways:

- ◆ Increased credibility in the education community
- ◆ Use of the certification initials after one's name on business stationery, etc.
- ◆ Enhanced ability to compete in the job market

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## Eligibility

All applicants for the CLSBA, CLSBO, CLSBS, and CLCSBP must meet the following requirements:

- ◆ Be a *member of LASBO* at the time they apply for certification
- ◆ Complete the *Official Transmittal Form* and the appropriate *Application for the Status of . . . form*
- ◆ Provide documentation of having completed all *education requirements* for the designation involved
- ◆ Include on the application the *school superintendent's or administrator's certification* (2<sup>nd</sup> page of transmittal form) that: (1) the applicant is a school business administrator, business official, or specialist in the business department ; the applicant's appropriate position; (2) the areas of responsibility are accurately checked; and (3) the other information on the application is accurate; and (4) form is notarized
- ◆ Submit a *letter of recommendation* from the superintendent of schools or immediate supervisor recommending the applicant for certification and addressing the person's integrity, character, ethical behavior, administrative ability, efficiency, and competence
- ◆ Meet *specific requirements* relating to the particular designation sought
- ◆ Remit the *application fee* (see *Official Transmittal Form*)

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## Application Procedure

Persons seeking certification must submit their application form to the chair of LASBO's Certification Committee within the deadlines established by the Committee. The Committee, which is appointed by the Board, administers the program and safeguards its credibility. Members serve overlapping 3-year terms.

Applicants may apply for the appropriate designation for which they qualify. Certified appointees may hold only one certificate designation at a time.

Using the policies, rules, and regulations adopted by the Board, the Committee reviews each application and the accompanying documentation and recommends either approval or denial to the Board.

The Committee may request additional information, as necessary, before making a recommendation. Failure to provide information requested by the Committee is grounds for denial.

## Approval Process

All applications recommended for approval by the Certification Committee are submitted to the LASBO Board of Directors at their next regular meeting. The Board considers each for final approval and issues the appropriate certificates, to be awarded at LASBO's Spring Conference.

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## Denial & Appeal Process

When an application is not recommended for approval by the Committee and is therefore denied by the Board, the applicant is notified in writing. The correspondence sets forth the reasons for denial and explains the applicant's right to appeal the decision of the Committee.

An applicant may appeal by sending written notice to the Board of Directors. The notice must be received within 30 days of the date of denial notice. All documents supporting the appeal must be received by the Board within 60 days of the original notice of denial.

All appeals are reviewed by the Board, and its decision is final. No further appeals will be accepted.

## Revocation

A professional certificate may be revoked by the Board for the following reasons: (1) falsification or misrepresentation of information in the application process; (2) violation of the LASBO Code of Ethics or LASBO Standards of Conduct; (3) failure to maintain an active or life membership in LASBO; or (4) failure to complete the 60 hours of continuing credit at the end of the 3-year period.

## Change in Designation

A person holding a CLSBS certification may apply for a CLSBO certificate after meeting the appropriate responsibility and tenure requirements. A CLSBO may apply for a CSLBA certificate after meeting the appropriate responsibility and tenure requirements and completing the additional courses in 5 of the 7 key functional areas (15 total courses).

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## Reinstatement to Active Status

CLSBA's, CLSBO's, and CLSBS's, and CLCSBP's in good standing when they retire or resign may reinstate their certificate if they become re-employed. Persons requesting reinstatement would apply in writing to the Certification Committee within 6 months of re-employment. The Committee will forward the request, their recommendations and conditions for reinstatement to the LASBO Board of Directors for approval.

## Certification Renewal

All certificates for CLSBA, CLSBO, CLSBS and CLCSBP are valid for 3 years from the date granted or prorated to keep 3-year terms consistent with existing certificate holders. These certificates may be renewed for another 3-year period after the incumbent completes these renewal requirements:

- ◆ Maintain an active membership in LASBO during all years of certification
- ◆ Complete a minimum of 20 clock-hours of continuing credit each year (or 60 clock-hours at the end of the 3-year period beginning on January 1 of the year following certification or renewal) and have documentation of these credits on file with the Certification Committee

The purpose of the continuing credit requirement is to ensure that a certificate holder remains knowledgeable and up-to-date in his or her field of administration.

Certificate holders may be able to earn the required hours by attending both the LASBO annual Spring Conference and Fall Workshop, and the regional LASBO meetings. In addition, the Board of Directors works with other organizations to promote and sponsor appropriate training opportunities.

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## Functional Areas & Areas of Specialization

Candidates for CLSBA, CLSBO, and CLSBS must manage a certain number of functional areas or areas of specialization, depending on the designation. \* Candidates from Charter Schools have only one designation at this time for all employees in the business office.

Following is a list of the **major functional areas** (designated by roman numerals) and **areas of specialization** (designated by capital letter) within each functional area.

The requirements are as follows:

- ◆ **CLSBA** candidates must manage 3 or more of the major functional areas and 12 of the areas of specialization.
- ◆ **CLSBO** candidates must manage at least 1 major functional area.
- ◆ **CLSBS** candidates must perform a specific area of specialization.
- ◆ **CLCSBP** candidates may perform any of the major functional areas or areas of specialization

\* Based on the school systems' organizational chart, applicant's level of supervision and responsibilities, and number of major and sub-categories checked, change of designation for CLSBO and CLSBS may be reconsidered along with the Chief Financial Officer's written recommendation.

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**FUNCTIONAL AREAS  
& AREAS OF SPECIALIZATION**

**I. Financial Management**

- A. Cash Management & Investments
- B. Assessment, Levy & Tax Collection
- C. Debt Service & Capital Fund Management
- D. Financial Planning & Budgeting
- E. Business Office Management
- F. Fixed Asset Management

**II. Accounting**

- A. Auditing
- B. Financial Accounting
- C. Payroll
- D. Accounts Receivable & Payable
- E. Student Activity Funds
- F. Grants Management & Bookkeeping

**III. Purchasing**

- A. Procurement
- B. Bidding
- C. Warehousing
- D. Lease Purchasing
- E. Contracts & Performance Bonds
- F. State Contract Purchasing

**IV. Management Information Systems**

- A. Student Information
- B. Personnel Information
- C. Data Processing Operations
- D. Internet
- E. Technology
- F. Networking & Personal Computers

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**V. Human Resource Management**

- A. Staffing, Recruitment, Interviewing
- B. Job Descriptions & Evaluations
- C. Collective Bargaining
- D. Personnel Law
- E. Retirement
- F. Employee Pay & Benefits

**VI. Insurance/Risk Management**

- A. Property/Casualty Insurance
- B. Risk Management
- C. Workers' Compensation
- D. Security
- E. Safety

**VII. Other**

- A. Elections & Bond Referenda
- B. Records Retention & Storage
- C. Transportation Management
- D. School Food Service Management
- E. Supervision of Construction
- F. Maintenance of Plant



Professional  
Certification Program

# Official Transmittal Form

Louisiana Association of  
School Business Officials

NAME

Dr.  Ms.  Mr.

Position

School Board

Address

City

State

ZIP

Telephone No.

FAX No.

E-Mail Address

I am applying to LASBO for Professional Certification as a:

CLSBA  CLSBO  CLSBS  CLCSBP

## Documents

I am enclosing, or will send under separate cover, or will use as a checklist, the following:

- Current organization chart of my school board, adopted on following date \_\_\_\_\_
- My current job description (date hired \_\_\_\_\_ and/or promoted to current position \_\_\_\_\_)
- Evidence of LASBO membership
- Application fee (check for \$50)
- Signed and notarized application form
- Letter(s) of recommendation
- Official college transcript or proof of college degree(s)

## Application Plan *(check one)*

- 3 years of experience in appropriate position and a bachelor's degree from a regionally accredited college or university (for CLSBO, CLSBS, or CLCSBP)
- 3 years of experience in appropriate position and a master's degree from a regionally accredited college or university (or CPA) (for CLSBA)
- 5 years of experience in appropriate position and a bachelor's degree from a regionally accredited college or university (for CLSBA)
- 5 years of experience in appropriate position and no degree (for CLSBO, CLSBS, or CLCSBP)
- 7 years of experience in appropriate position, and no degree (for CLSBA)

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

**Return with appropriate application form to:**

*Chair, LASBO Certification Committee*

*P.O. Box 1029*

*Gonzales, LA 70707-1029*

*(225) 644-0619 FAX (225) 644-0122*

### Certificate by the Superintendent, School Business Administrator, or Designee:

This is to certify that I, the undersigned, have carefully inspected the information contained in this completed application; that said applicant has correctly **CHECKED** the areas of responsibility indicated under Section 2 of the Application for the Status; and that all other information supplied is, to the best of my knowledge, true, and I certify that said applicant is known by me to possess a high degree of character and integrity and has demonstrated competence and proficiency in his/her school business assignments and responsibilities in this school board.

Name		Position	
<input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. ♦		♦	
School Board			
♦			
Address			
♦			
City	State	ZIP Code	
♦	♦	♦	
Typed Name		Signature	
♦		♦	

### Certificate by Applicant

This is to certify that I am employed full-time on the regular (permanent) staff of this school board and, being duly sworn, depose and state that the information in this application is accurate and correct to the best of my knowledge.

Name		Position	
<input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. ♦		♦	
School Board			
♦			
Address	City	State	ZIP Code
♦	♦	♦	♦
Typed Name		Signature	
♦		♦	

### Notary Public

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature	
♦	
NOTARY PUBLIC STATE OF LOUISIANA	My commission expires:
	♦

Affix Seal Here



Louisiana Association of  
School Business Officials

## Application for the Status of Certified Louisiana School Business Administrator (CLSBA)

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### Additional Requirements for a Certified Louisiana School Business Administrator (CLSBA)

Persons dealing with the total area of school business administration will be designated as CLSBA's.

#### Applicant Must:

- ◆ Have served 3 consecutive years with current school board.
- ◆ Prior to application submission, be or have been concurrently and managerially responsible for 3 or more of the major **functional areas** (roman numbers) and 12 **areas of specialization** (capital letters) in school business administration (page 5).
- ◆ Have 3 years of school business experience and a master's degree (or CPA); or 5 years of school business experience and a bachelor's degree; or 7 years of school business experience and no degree.
- ◆ Report to the superintendent or another administrator in charge of non-instructional services.
- ◆ Submit a letter of recommendation from the superintendent of schools or board president regarding the applicant's (1) integrity, (2) character, (3) ethical behavior, (4) ability to supervise others, (5) follow-through, and (6) competency on the job.
- ◆ Meet the education requirements listed below.
- ◆ Submit an application and transcript to the Certification Committee for review.

#### Education Requirements

1. 15 workshops (3-hr. minimum each; total = 45 hr.) must be taken from courses approved by the Certification Committee within 7 years prior to application (50% must be LASBO courses).

2. One workshop must be completed in 5 of the 7 major functional areas (see page 5).
3. Equivalent completed workshops from other accredited organizations may be substituted, subject to approval by the Professional Certification Committee.

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*NOTE: Exceptions to any requirement must be submitted in writing to the Certification Committee and approved in advance by the Committee.*

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**This is to certify** that I, the undersigned, have complied with all the requirements for the status of Certified Louisiana School Business Administrator and have, through proper affidavit and documentation, submitted evidence below; and, in addition, have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of education administration, and have made and/or will continue to make contributions to this profession and the Louisiana Association of School Business Officials, in witness hereof I submit:

#### Section 1

I am and have been an active (participating) member of the Louisiana Association of School Business Officials for at least one year and in evidence thereof I held LASBO membership for the calendar year \_\_\_\_\_. This fact will be verified by the membership records in LASBO.

#### Section 2

I am an employee of the school board and have been designated by the school board or superintendent to be responsible for 3 or more major functional areas and 12 areas of specialization in the administration of the business affairs of the school board.

I am responsible for carrying out these functions in the administration of the general business management of the district and such other duties as may be assigned to me. I report to the superintendent of schools or other administrator in charge of non-instructional services. I certify that I am responsible for the functional areas and areas of specialization I have indicated below. *Place an X next to each that applies.*

I. FINANCIAL MANAGEMENT

- A. Cash Management & Investment
- B. Assessment, Levy & Tax Collection
- C. Debt Service & Capital Fund Management
- D. Financial Planning & Budgeting
- E. Business Office Management
- F. Fixed Asset Management

II. ACCOUNTING

- A. Auditing
- B. Financial Accounting
- C. Payroll
- D. Accounts Receivable/Payable
- E. Student Activity Funds
- F. Grant Management & Bookkeeping

III. PURCHASING

- A. Procurement
- B. Bidding
- C. Warehousing
- D. Lease Purchasing
- E. Contracts & Performance Bonds
- F. State Contract Purchasing

IV. MANAGEMENT INFORMATION SYSTEMS

- A. Student Information
- B. Personnel Information
- C. Data Processing Operations
- D. Internet
- E. Technology
- F. Networking & Personal Computers

V. HUMAN RESOURCE MANAGEMENT

- A. Staffing, Recruitment, Interviewing
- B. Job Descriptions & Evaluations
- C. Collective Bargaining
- D. Personnel Law
- E. Retirement
- F. Employee Pay & Benefits

VI. INSURANCE / RISK MANAGEMENT

- A. Property/Casualty Insurance
- B. Risk Management
- C. Workers' Compensation
- D. Security
- E. Safety

VII. OTHER

- A. Elections & Bond Referenda
- B. Records Retention & Storage
- C. Transportation Management
- D. School Food Service Management
- E. Supervision of Construction
- F. Maintenance of Plant

**Section 3**

I have:

A. Master's degree from \_\_\_\_\_, a regionally accredited college or university (or CPA), and I have completed a minimum of 3 years of satisfactory supervisory or administrative experience in the field of school business administration during the following years: \_\_\_\_\_, at \_\_\_\_\_ School Board, at this address: \_\_\_\_\_

B. Bachelor's degree from \_\_\_\_\_, a regionally accredited college or university, and have completed a minimum of 5 years of satisfactory supervisory or administrative experience as a school business administrator during the following years: \_\_\_\_\_, at \_\_\_\_\_ School Board, whose address is: \_\_\_\_\_

C. No degree, but I have completed 7 years of satisfactory supervisory or administrative experience in school business administration during the following school years: \_\_\_\_\_ at \_\_\_\_\_ School District, whose address is \_\_\_\_\_.

**Section 4**

As proof of professional and personal competency, I have spent a minimum of 3 consecutive years (*indicate years: \_\_\_\_\_*) at any school board: \_\_\_\_\_, whose address is \_\_\_\_\_.

**Section 5**

I have attached to this application an administrative organization chart of my school system, which shows my position to be at the administrative level, and have indicated on the chart the date of the board meeting at which it was officially adopted.

**Section 6**

My superintendent, or the president of my school board, will send a statement concerning my integrity, character, and competence as a school business administrator, as he/she has honestly evaluated me. Further, permission is granted to LASBO, its staff or Board of Directors to investigate me and verify the information contained in, or in connection with, this application. *This statement is to be sent to LASBO under separate cover, and is in addition to the Certificate by the Superintendent (p. 7).*

SUBMITTED BY:

\_\_\_\_\_  
 ◆  
 Date Signature of Applicant  
 ◆ ◆



Louisiana Association of  
School Business Officials

## Application for the Status of Certified Louisiana School Business Official (CLSBO)

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### Additional Requirements for a Certified Louisiana School Business Official (CLSBO)

Persons dealing with specific areas of school business administration will be designated as CLSBO's.

#### **Applicant Must:**

- ◆ Have served 2 consecutive years with current school board.
- ◆ Be a person who, at the time of application, manages at least one major functional area (see roman numerals, page 5).
- ◆ Have 3 years of school business experience and a bachelor's degree; or 5 years of school business experience and no degree.
- ◆ Report directly to a school business administrator or the superintendent.
- ◆ Submit a letter of recommendation from the superintendent of schools or school business administrator regarding the applicant's (1) integrity, (2) character, (3) ethical behavior, (4) ability to supervise others, (5) follow-through, and (6) competency on the job.
- ◆ Meet the education requirements listed below.
- ◆ Submit an application and transcript to the Certification Committee for review.

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*NOTE: Exceptions to any requirement must be submitted in writing to the Certification Committee and approved in advance by the Committee.*

### Education Requirements

1. 8 workshops (3-hr. minimum each; total = 24 hr.) must be taken from courses approved by the Certification Committee within 5 years prior to application (50% must be LASBO courses).
2. Equivalent completed workshops from other accredited organizations, if offered in 3-hr. blocks, may be substituted, subject to approval by the Certification Committee.

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### **This is to certify**

That I, the undersigned, have complied with all the requirements for the status of Certified Louisiana School Business Official and have, through proper affidavit and documentation, submitted evidence below; and, in addition, have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of education administration, and have made and/or will continue to make contributions to this profession and the Louisiana Association of School Business Officials, in witness hereof I submit:

#### **Section 1**

I am and have been an active (participating) member of the Louisiana Association of School Business Officials for at least one year and in evidence thereof I held LASBO membership for the calendar year \_\_\_\_\_. This fact will be verified by the membership records in LASBO.

#### **Section 2**

I have administrative responsibility for a specific area of school business administration in a school system. The major functional area (roman numeral) for which I have overall administrative responsibility is indicated below.

Place an X next to only ONE function, as this is a specialty award for your strongest area:

(Based on the school systems' organizational chart, applicant's level of supervision and responsibilities, and number of major and sub-categories checked, change of designation for CLSBO and CLSBS may be reconsidered along with the Chief Financial Officer's written recommendation.)

- \_\_ I. FINANCIAL MANAGEMENT
  - A. Cash Management & Investment
  - B. Assessment, Levy & Tax Collection
  - C. Debt Service & Capital Fund Management
  - D. Financial Planning & Budgeting
  - E. Business Office Management
  - F. Fixed Asset Management

- \_\_ II. ACCOUNTING
  - A. Auditing
  - B. Financial Accounting
  - C. Payroll
  - D. Accounts Receivable/Payable
  - E. Student Activity Funds
  - F. Grant Management & Bookkeeping

- \_\_ III. PURCHASING
  - A. Procurement
  - B. Bidding
  - C. Warehousing
  - D. Lease Purchasing
  - E. Contracts & Performance Bonds
  - F. State Contract Purchasing

- \_\_ IV. MANAGEMENT INFORMATION SYSTEMS
  - A. Student Information
  - B. Personnel Information
  - C. Data Processing Operations
  - D. Internet
  - E. Technology
  - F. Networking & Personal Computers

- \_\_ V. HUMAN RESOURCE MANAGEMENT
  - A. Staffing, Recruitment, Interviewing
  - B. Job Descriptions & Evaluations
  - C. Collective Bargaining
  - D. Personnel Law
  - E. Retirement
  - F. Employee Pay & Benefits

- \_\_ VI. INSURANCE / RISK MANAGEMENT
  - A. Property/Casualty Insurance
  - B. Risk Management
  - C. Workers' Compensation
  - D. Security
  - E. Safety

- \_\_ VII. OTHER
  - A. Elections & Bond Referenda
  - B. Records Retention & Storage
  - C. Transportation Management
  - D. School Food Service Management
  - E. Supervision of Construction
  - F. Maintenance of Plant

### Section 3

I have:

A. Bachelor's degree from \_\_\_\_\_, a regionally accredited college or university, and have completed a minimum of 3 years of satisfactory supervisory or administrative experience in school business administration during the following years: \_\_\_\_\_, at \_\_\_\_\_ School Board, whose address is: \_\_\_\_\_

B. No degree, but I have completed 5 years of satisfactory supervisory or administrative experience in school business administration during the following school years: \_\_\_\_\_ at \_\_\_\_\_ School District, whose address is \_\_\_\_\_.

### Section 4

As proof of professional and personal competency, I have spent a minimum of 2 consecutive years (*indicate years: \_\_\_\_\_*) at any school board: \_\_\_\_\_, whose address is \_\_\_\_\_.

### Section 5

I have attached to this application an administrative organization chart of my school system, which shows my position to be at the administrative level, and have indicated on the chart the date of the board meeting at which it was officially adopted.

### Section 6

My superintendent or school business administrator will send a statement concerning my integrity, character, and competence as a school business official, as he/she has honestly evaluated me. Further, permission is granted to LASBO, its staff and/or Board of Directors to investigate me and verify the information contained in, or in connection with, this application. *This statement is to be sent to LASBO under separate cover, and is IN ADDITION to the Certificate by Superintendent (p. 7).*

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SUBMITTED BY:

◆ \_\_\_\_\_

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

◆ \_\_\_\_\_ ◆ \_\_\_\_\_

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**Include LASBO Official Transmittal Form  
with this application.**



Louisiana Association of  
School Business Officials

## Application for the Status of Certified Louisiana School Business Specialist (CLSBS)

### Additional Requirements for a Certified Louisiana School Business Specialist (CLSBS)

Persons dealing with a specific area of school business administration in a school system will be designated as CLSBS's.

#### **Applicant Must:**

- ◆ Have served 2 consecutive years with any school board.
- ◆ Be a person who, at the time of application, performs a specific area of specialization (see capital letters, page 5).
- ◆ Have 3 years of school business experience and a bachelor's degree; or 5 years of school business experience and no degree.
- ◆ Submit a letter of recommendation from the superintendent of schools or school business administrator regarding the applicant's (1) integrity, (2) character, (3) ethical behavior, (4) ability to supervise others, (5) follow-through, and (6) competency on the job.
- ◆ Meet the education requirements listed below.
- ◆ Submit an application and transcript to the Certification Committee for review.

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*NOTE: Exceptions to any requirement must be submitted in writing to the Certification Committee and approved in advance by the Committee.*

### Education Requirements

1. 8 workshops (3-hr. minimum each; total = 24 hr.) must be taken from courses approved by the Certification Committee within 5 years prior to application (50% must be LASBO courses).
2. Equivalent completed workshops from other accredited organizations, if offered in 3-hr. blocks, may be substituted, subject to approval by the Certification Committee.

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### **This is to certify**

That I, the undersigned, have complied with all the requirements for the status of Certified Louisiana School Business Specialist and have, through proper affidavit and documentation, submitted evidence below; and, in addition, have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of education administration, and have made and/or will continue to make contributions to this profession and the Louisiana Association of School Business Officials, in witness hereof I submit:

#### **Section 1**

I am and have been an active (participating) member of the Louisiana Association of School Business Officials for at least one year and in evidence thereof I held LASBO membership for the calendar year \_\_\_\_\_. This fact will be verified by the membership records in LASBO.

#### **Section 2**

I have administrative responsibility for a specific area of school business administration in a school system. The specific area of specialization (capital letter) for which I have overall administrative responsibility is indicated below.

Place an X next to only ONE specialization, as this is a specialty award for your strongest area:

(Based on the school systems' organizational chart, applicant's level of supervision and responsibilities, and number of major and sub-categories checked, change of designation for CLSBO and CLSBS may be reconsidered along with the Chief Financial Officer's written recommendation.)

- I. FINANCIAL MANAGEMENT
  - \_\_\_ A. Cash Management & Investment
  - \_\_\_ B. Assessment, Levy & Tax Collection
  - \_\_\_ C. Debt Service & Capital Fund Management
  - \_\_\_ D. Financial Planning & Budgeting
  - \_\_\_ E. Business Office Management
  - \_\_\_ F. Fixed Asset Management
- II. ACCOUNTING
  - \_\_\_ A. Auditing
  - \_\_\_ B. Financial Accounting
  - \_\_\_ C. Payroll
  - \_\_\_ D. Accounts Receivable/Payable
  - \_\_\_ E. Student Activity Funds
  - \_\_\_ F. Grant Management & Bookkeeping
- III. PURCHASING
  - \_\_\_ A. Procurement
  - \_\_\_ B. Bidding
  - \_\_\_ C. Warehousing
  - \_\_\_ D. Lease Purchasing
  - \_\_\_ E. Contracts & Performance Bonds
  - \_\_\_ F. State Contract Purchasing
- IV. MANAGEMENT INFORMATION SYSTEMS
  - \_\_\_ A. Student Information
  - \_\_\_ B. Personnel Information
  - \_\_\_ C. Data Processing Operations
  - \_\_\_ D. Internet
  - \_\_\_ E. Technology
  - \_\_\_ F. Networking & Personal Computers
- V. HUMAN RESOURCE MANAGEMENT
  - \_\_\_ A. Staffing, Recruitment, Interviewing
  - \_\_\_ B. Job Descriptions & Evaluations
  - \_\_\_ C. Collective Bargaining
  - \_\_\_ D. Personnel Law
  - \_\_\_ E. Retirement
  - \_\_\_ F. Employee Pay & Benefits
- VI. INSURANCE / RISK MANAGEMENT
  - \_\_\_ A. Property/Casualty Insurance
  - \_\_\_ B. Risk Management
  - \_\_\_ C. Workers' Compensation
  - \_\_\_ D. Security
  - \_\_\_ E. Safety
- VII. OTHER
  - \_\_\_ A. Elections & Bond Referenda
  - \_\_\_ B. Records Retention & Storage
  - \_\_\_ C. Transportation Management
  - \_\_\_ D. School Food Service Management
  - \_\_\_ E. Supervision of Construction
  - \_\_\_ F. Maintenance of Plant

**Section 3**

I have:

A. Bachelor's degree from \_\_\_\_\_, a regionally accredited college or university, and have completed a minimum of 3 years of satisfactory supervisory or administrative experience in school business administration during the following years: \_\_\_\_\_, at \_\_\_\_\_ School Board, whose address is: \_\_\_\_\_

B. No degree, but I have completed 5 years of satisfactory supervisory or administrative experience in school business administration during the following school years: \_\_\_\_\_ at \_\_\_\_\_ School District, whose address is \_\_\_\_\_.

**Section 4**

As proof of professional and personal competency, I have spent a minimum of 2 consecutive years (*indicate years: \_\_\_\_\_*) at any school board: \_\_\_\_\_, whose address is \_\_\_\_\_.

**Section 5**

I have attached to this application an administrative organization chart of my school system, which shows my position to be at the administrative level, and have indicated on the chart the date of the board meeting at which it was officially adopted.

**Section 6**

My superintendent or school business administrator will send a statement concerning my integrity, character, and competence as a school business specialist, as he/she has honestly evaluated me. Further, permission is granted to LASBO, its staff and/or Board of Directors to investigate me and verify the information contained in, or in connection with, this application. *This statement is to be sent to LASBO under separate cover, and is IN ADDITION to the Certificate by the Superintendent (on page 7).*

---

SUBMITTED BY:

◆ \_\_\_\_\_

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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

◆ \_\_\_\_\_

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**Include LASBO Official Transmittal Form with this application.**



## Application for the Status of Certified Louisiana Charter School Business Professional (CLCSBP)

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### Additional Requirements for a Certified Louisiana Charter School Business Professional (CLCSBP)

Persons dealing with major functional areas or specific areas of school business administration in a charter school system will be designated as CLCSBP's.

#### **Applicant Must:**

- ◆ Have served 2 consecutive years with any school board.
- ◆ Be a person who, at the time of application, manages a functional area or performs a specific area of specialization (see capital letters, page 5).
- ◆ Have 3 years of school business experience and a bachelor's degree; or 5 years of school business experience and no degree.
- ◆ Submit a letter of recommendation from the superintendent of schools regarding the applicant's (1) integrity, (2) character, (3) ethical behavior, (4) ability to supervise others, (5) follow-through, and (6) competency on the job.
- ◆ Meet the education requirements listed below.
- ◆ Submit an application and transcript to the Certification Committee for review.

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*NOTE: Exceptions to any requirement must be submitted in writing to the Certification Committee and approved in advance by the Committee.*

#### **Education Requirements**

1. 8 workshops (3-hr. minimum each; total = 24 hr.) must be taken from courses approved by the Certification Committee within 5 years prior to application (50% must be LASBO courses).
2. Equivalent completed workshops from other accredited organizations, if offered in 3-hr. blocks, may be substituted, subject to approval by the Certification Committee.

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#### **This is to certify**

That I, the undersigned, have complied with all the requirements for the status of Certified Louisiana Charter School Business Professional and have, through proper affidavit and documentation, submitted evidence below; and, in addition, have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of education administration, and have made and/or will continue to make contributions to this profession and the Louisiana Association of School Business Officials, in witness hereof I submit:

#### **Section 1**

I am and have been an active (participating) member of the Louisiana Association of School Business Officials for at least one year and in evidence thereof I held LASBO membership for the calendar year \_\_\_\_\_. This fact will be verified by the membership records in LASBO.

**Section 2**

I have administrative responsibility for a major functional area or specific area of school business administration in a school system. The areas for which I have overall administrative responsibility are indicated below.

Place an X next to ALL areas that you have responsibility for:

- I. FINANCIAL MANAGEMENT
  - \_\_\_ A. Cash Management & Investment
  - \_\_\_ B. Assessment, Levy & Tax Collection
  - \_\_\_ C. Debt Service & Capital Fund Management
  - \_\_\_ D. Financial Planning & Budgeting
  - \_\_\_ E. Business Office Management
  - \_\_\_ F. Fixed Asset Management
- II. ACCOUNTING
  - \_\_\_ A. Auditing
  - \_\_\_ B. Financial Accounting
  - \_\_\_ C. Payroll
  - \_\_\_ D. Accounts Receivable/Payable
  - \_\_\_ E. Student Activity Funds
  - \_\_\_ F. Grant Management & Bookkeeping
- III. PURCHASING
  - \_\_\_ A. Procurement
  - \_\_\_ B. Bidding
  - \_\_\_ C. Warehousing
  - \_\_\_ D. Lease Purchasing
  - \_\_\_ E. Contracts & Performance Bonds
  - \_\_\_ F. State Contract Purchasing
- IV. MANAGEMENT INFORMATION SYSTEMS
  - \_\_\_ A. Student Information
  - \_\_\_ B. Personnel Information
  - \_\_\_ C. Data Processing Operations
  - \_\_\_ D. Internet
  - \_\_\_ E. Technology
  - \_\_\_ F. Networking & Personal Computers
- V. HUMAN RESOURCE MANAGEMENT
  - \_\_\_ A. Staffing, Recruitment, Interviewing
  - \_\_\_ B. Job Descriptions & Evaluations
  - \_\_\_ C. Collective Bargaining
  - \_\_\_ D. Personnel Law
  - \_\_\_ E. Retirement
  - \_\_\_ F. Employee Pay & Benefits
- VI. INSURANCE / RISK MANAGEMENT
  - \_\_\_ A. Property/Casualty Insurance
  - \_\_\_ B. Risk Management
  - \_\_\_ C. Workers' Compensation
  - \_\_\_ D. Security
  - \_\_\_ E. Safety
- VII. OTHER
  - \_\_\_ A. Elections & Bond Referenda
  - \_\_\_ B. Records Retention & Storage
  - \_\_\_ C. Transportation Management
  - \_\_\_ D. School Food Service Management
  - \_\_\_ E. Supervision of Construction
  - \_\_\_ F. Maintenance of Plant

**Section 3**

I have:

A. Bachelor's degree from \_\_\_\_\_, a regionally accredited college or university, and have completed a minimum of 3 years of satisfactory supervisory or administrative experience in school business administration during the following years: \_\_\_\_\_, at \_\_\_\_\_ School Board, whose address is: \_\_\_\_\_

B No degree, but I have completed 5 years of satisfactory supervisory or administrative experience in school business administration during the following school years: \_\_\_\_\_ at \_\_\_\_\_ School District, whose address is \_\_\_\_\_.

**Section 4**

As proof of professional and personal competency, I have spent a minimum of 2 consecutive years (*indicate years: \_\_\_\_\_*) at any school board: \_\_\_\_\_, whose address is \_\_\_\_\_.

**Section 5**

I have attached to this application an administrative organization chart of my school system, which shows my position to be at the administrative level, and have indicated on the chart the date of the board meeting at which it was officially adopted.

**Section 6**

My superintendent will send a statement concerning my integrity, character, and competence as a school business specialist, as he/she has honestly evaluated me. Further, permission is granted to LASBO, its staff and/or Board of Directors to investigate me and verify the information contained in, or in connection with, this application. *This statement is to be sent to LASBO under separate cover, and is IN ADDITION to the Certificate by the Superintendent (on page 7).*

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SUBMITTED BY:

◆ \_\_\_\_\_

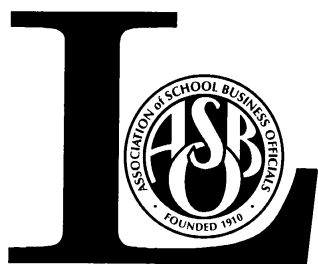
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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

◆ \_\_\_\_\_ ◆

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**Include LASBO Official Transmittal Form with this application.**



Louisiana Association of  
School Business Officials

## Education Reporting Form for Certification

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### Meeting Education Requirements

The Application for the Status of CLSBA, or CLSBO, or CLSBS or CLCSBP sets forth the education requirements for these designations, respectively. This form is designed to report the workshops completed in fulfillment of those requirements. This form *must accompany the Official Transmittal Form and the appropriate Application for the Status of . . . form, and be submitted together to the Certification Committee.*

Candidates for the CLSBA designation must complete 15 workshops, each a minimum of 3 hours, for a total of 45 hours. One workshop must be completed in 5 of the 7 major functional areas listed on page 5 of this booklet (50% must be LASBO courses).

Candidates for the CLSBO or CLSBS or CLCSBP designation must complete 8 workshops, each a minimum of 3 hours, for a total of 24 hours (50% must be LASBO courses).

### Workshop Credit

All workshops reported must have been completed within the past seven years and be job-related.

Workshops offered by other professional organizations such as GFOA and AGA as part of a multi-day conference would meet LASBO's education requirements for certification *if they are a minimum of 3 hours in length.* A two-day conference, for example, may include six or eight workshops of varying lengths. **ONLY THOSE WORKSHOPS AT THE CONFERENCE THAT LAST AT LEAST 3 HOURS** can be considered for credit, and must be reported separately.

The LASBO Certification Committee maintains a list of sponsoring organizations with approved workshops for certification purposes. For workshops offered by other organizations or firms, the Committee reserves the right to approve or disallow credit.

### Academic Credit

For persons currently attending academic classes, academic credit may be substituted for workshop credit, as follows:

- ◆ One academic class is equal to one 3-hour workshop.
- ◆ Not more than 50% of the workshop hours required for a particular designation may be substituted with academic class credit. Remaining 50% must be LASBO courses.
- ◆ The academic class used for substitution must be job-related.
- ◆ An applicant applying for substitution of credit must have already completed the employment requirements for the designation he/she is seeking.
- ◆ Once an applicant attends an academic class for credit, the remaining education requirement must be completed within a 3-year period.

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**Submit this form with the  
LASBO Official Transmittal Form  
& the appropriate  
Application for the Status of . . . form.**

**Workshops Completed in Fulfillment of Education Requirements for Certification**

List each workshop separately. Remember, the workshop must be at least 3 hours in length. For each workshop, attach the supporting documentation and appropriate verification of attendance (certificate of completion and/or signed attendance forms noting specific workshop topics, etc.) NOTE: 50% of courses must be LASBO sponsored.

Workshop Title	Sponsor	Location (City & State)	Dates	Contact Hrs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

TOTAL COURSES (3-hours in length; CLSBA 15 required; CLSBO/CLSBS/CLCSBP 8 required) \_\_\_\_\_

**SUBMITTED BY:**

Name		Title	
<input type="checkbox"/> Dr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	◆
Designation Sought		School System	
<input type="checkbox"/> CLSBA	<input type="checkbox"/> CLSBO	<input type="checkbox"/> CLSBS	<input type="checkbox"/> CLCSBP ◆
Address			
◆			
City	State	ZIP	Telephone
◆	◆	◆	◆

DATE SUBMITTED: \_\_\_\_\_



## Maintaining Certification

The continuing education of school business officials is essential to enable schools to cope with rapidly changing information and technology. To ensure the highest level of professionalism at all levels of school business management, the Professional Certification Program of the Louisiana Association of School Business Officials requires recertification every 3 years.

Mandating certification renewal ensures that registrants maintain their expertise in the field by participating in continuing education and professional development activities. Maintaining the CLSBA, CLSBO, CLSBS, or CLCSBP designation requires the participant to make a concerted effort to continually hone their professional skills.

To maintain certification, a school business official must:

- ◆ Maintain an active membership in LASBO during all years of certification
- ◆ Complete and have on file with LASBO's Certification Committee a record of having completed the 60 clock-hours of continuing credits over the 3-year period or 20 hours each year.

## Certification Renewal

An individual's 3-year certification period begins January 1 of the year in which he or she receives the certificate attesting to certification. For example, an individual may apply for the status of CLSBA during the first week of January. His or her application would be reviewed by the Certification Committee and then forwarded to the Board of Directors for approval. If approved, the applicant would receive his or her certificate of certification at LASBO's Spring Conference. Though the certificate is not awarded until spring, the person's anniversary date would be January 1 of that year. After the first certification renewal, the individual must continue to renew at 3-year intervals, each beginning on January 1. Depending on the 3-year period, new certificate holders may have their years prorated to keep everyone on the same 3-year reporting cycle.

In December each year, certified officials will receive a letter and a renewal reporting form from LASBO, requesting that they submit their hours of continuing education credit for that year to LASBO's Certification Committee for review at its January meeting.

## Special Conditions & Limitations

- ◆ A certified official who teaches a course can accrue 2 hours of credit for every hour taught.
- ◆ An academic course may qualify for 15 of the 20 clock-hours needed each year for certification renewal. Check with the Certification Committee.
- ◆ To qualify for continuing education credit, a regional meeting must last a minimum of 2 hours and have a planned agenda and speaker.
- ◆ The maximum allowable for an ASBO national conference is 24 hours.
- ◆ The maximum allowable for an LSBA convention is 16 hours.
- ◆ The maximum allowable for an NSBA convention is 16 hours.
- ◆ Vendor training is acceptable for certification renewal. [*For original certification, however, prior approval is required by the Certification Committee. Approval will depend on the applicant's job title and the availability of topics offered.*]

NOTE: The Committee may waive any of the provisions of this Professional Certification Program when the best interest of LASBO will be served.

## **Failure To Meet Education Credits**

LASBO members who do not meet the required 60 clock-hours of continuing education credits by the end of their 3-year certification period (ending December 31) will have their certificate revoked by the LASBO Board of Directors. This means they will have to go through the certification process again, from scratch, which includes meeting the education requirements (15 workshops for CLSBA, 8 workshops for CLSBO, CLSBS, and CLCSBP). Any workshop attended prior to the revocation cannot be used.

## **Extension To Meet Education Credits**

Individuals who do not meet the required 60 clock-hours of continuing education credits for recertification may apply for, and be granted, an extension by the Certification Committee to complete the required hours. A letter/form requesting the extension must be submitted by early January following the December 31 deadline, along with an explanation of the hardship and any other supporting documentation. The Certification Committee will respond to the request and, if approved, will outline the conditions, fees, and deadlines of the extension.

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