



WASBO

WYOMING ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Wyoming Registered School Business
Administrator Check List
(to be attached on front of application)

Initial _____

Renewal _____

NAME _____

TITLE _____

SCHOOL DIST/ EDUCATIONAL UNIT _____

ADDRESS _____

CITY/STATE/ZIP _____

CHECK LIST

Applicant is Claiming		PRC Secretary Verified	
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- | | | | | |
|---|--------|-------|--------|-------|
| a. Active or life membership in WASBO for the immediate three (3) years prior to application. | ___Yes | ___No | ___Yes | ___No |
| b. Business officer with responsibility for at least six (6) areas of specialization. | ___Yes | ___No | ___Yes | ___No |
| c. Education | | | | |
| 1) Earned master's degree or master's equivalent. | | | | |
| 2) Bachelor's degree plus four (4) years experience for each incomplete year of college in at least six (6) areas of specialization. | | | | |
| Official transcript(s) included | ___Yes | ___No | ___Yes | ___No |
| d. Three (3) years experience in one entity in at least six (6) areas if specialization. | ___Yes | ___No | ___Yes | ___No |
| e. Minimum of forty-eight (48) continuing education units in school administration within the three (3) years prior to the application. | ___Yes | ___No | ___Yes | ___No |
| f. Governing board's approved (enclosed) | | | | |
| 1) Job description | ___Yes | ___No | ___Yes | ___No |
| 2) Administrative organizational chart | ___Yes | ___No | ___Yes | ___No |
| g. Chief school administrator certification | ___Yes | ___No | ___Yes | ___No |
| h. Grandfathering (good until Aug. 31, 1988) | | | | |
| 1) Complied with items b, c, f, and g above | ___Yes | ___No | ___Yes | ___No |
| 2) Three (3) years experience in last five (5) years in one (1) school entity in the area of specialization. | ___Yes | ___No | ___Yes | ___No |
| 3) Current WASBO active member for the immediate two (2) years prior to application. | ___Yes | ___No | ___Yes | ___No |
| Fees are enclosed in the amount of \$ _____ | ___Yes | ___No | ___Yes | ___No |

APPLICANT'S SIGNATURE

Application was submitted within the deadline date(s) ___Yes ___No ___Yes ___No

PRC SECRETARY SIGNATURE

* * * * *

NOTE: If in the review by the Professional Registration Committee Secretary, documentation requested and being claimed is not enclosed, the PRC Secretary will inform the applicant at the earliest possible time of his/her failure to include such documentation. However it is the responsibility of the applicant to provide this documentation within the timeline schedule. Any documentation received after the timeline schedule will cause the application to be delayed until the next review period as per the published schedule.

WASBO

WYOMING ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Application for:
Wyoming Registered School Business
Administrator

Initial _____

Renewal _____

NAME TITLE

SCHOOL DIST/ EDUCATIONAL UNIT ADDRESS

CITY/STATE/ZIP

- a. I am and have been an Active or Life member of WASBO for the immediate three (3) years prior to application. I have held a WASBO membership for the years of _____, _____, and _____.
- b. I am a business officer of the entity with responsibility for at least six (6) of the following areas of specialization. Please check those areas of responsibility.

- | | |
|--|--|
| _____ Auditing | _____ Student Accounting |
| _____ Case Management and Investments | _____ Data Processing |
| _____ Debt Service & Capital Fund Management | _____ Financial Accounting |
| _____ Food Service Operation | _____ Maintenance of Plant |
| _____ Negotiations | _____ Office Management |
| _____ Operation of Plant | _____ Payroll Accounting |
| _____ Personnel Management | _____ Pupil Transportation Management |
| _____ Purchasing & Supply Management | _____ Real Estate & Fixed Asset Management |
| _____ School Board Secretary | _____ School & Community Relations |
| _____ School Plant Planning & Construction Supervision | _____ School Store Management |
| _____ Tax Administration | _____ Other, list in detail |

- c. 1. I have obtained a Master's Degree in _____ (year), from _____ (name of college); or
- 2. have obtained a Bachelor's degree in _____ (year), from _____ (name of college), and have completed the equivalent of four (4) years experience for every incomplete _____ (year) with the following educational entity (ies) _____ and _____ of college above a Bachelor's degree in at least six (6) areas of specialization, listed below.

A certified transcript copy must be attached with application showing all educational hours from all universities or colleges attended.

- d. I have been a business official in _____ School District from _____ (year) to _____ (year) and was responsible for the following six (6) areas.

- e. I have completed a minimum of forty eight (48) continuing education units in the field of school business administration within the immediate three (3) years prior to application. I have provided documentation showing the number of continuing education units I have obtained.
- f. I have submitted my employing governing board's approved job description for my position, and the approved administrative organization chart with my official application. Documentation must be attached.
- g. My Chief School Administrator has certified on this application that I am a business officer in the entity, that the areas of responsibility are accurately checked, that other information on the application is accurate, and that I possess a high degree of character and integrity, and have demonstrated competence and proficiency in my school business assignments and responsibilities.

I hereby verify that this is true.

SIGNATURE OF CHIEF SCHOOL ADM.	TITLE	DATE
SCHOOL DIST/RICT	ADDRESS	
CITY/STATE/ZIP		

- h. Grandfathering – all persons presently holding qualifying positions in Wyoming on July 1, 1986 are currently eligible and will have until August 31, 1988 to qualify under the following provisions.
 I _____, wish to apply under the grandfathering clause with the understanding that I have met the three (3) provisions as listed below. Documentation needs to be attached if required.
 1. Applicant must comply with items b, c, f, and g above
 2. Applicant shall have three (3) years experience in the last five (5) years in one school entity in the area of specialization for which registration is being requested.
 3. Applicant must be and have been a current WASBO ACTIVE member for the immediate two (2) years prior to application.

This is to certify that I, the undersigned, have complied with all the requirements for the status of a Wyoming Registered School Business Official and have, through proper affidavit and documentation, submitted this evidence above.

SIGNATURE OF APPLICANT	TITLE	DATE
SCHOOL DIST/RICT	ADDRESS	
CITY/STATE/ZIP		