

WASBO

WYOMING ASSOCIATION

OF

SCHOOL BUSINESS OFFICIALS

PROFESSIONAL

REGISTRATION PROGRAM

VOLUNTARY REGISTRATION PROGRAM

1. PURPOSE

The Wyoming Association of School Business Officials (WASBO) has developed this voluntary program of professional registration and continuing education in order to provide a recognized standard of competence for school administrators, officials, and specialists eligible for WASBO membership.

2. ELIGIBILITY

Upon application, all members who meet the standards and qualifications established by the Registration Review Board shall be registered for a maximum of a four (4) year period. The number of years will be adjusted to the number of years left between year of the application and the renewal year. All renewals will be done on a standard four year period. The calendar year 1994 will be the first renewal year with all registrations running from 1/1/95 until 12/31/98. The next renewal year will be the calendar year 1998, and each four (4) years after that, with registrations running from 1/1 year after the renewal year for four (4) years. To renew the designated registration for subsequent four (4) year periods, the recipient must meet the continuing eligibility requirements as established by the Professional Registration Committee.

3. PROFESSIONAL REGISTRATION COMMITTEE (PRC)

- a. The Professional Registration Committee shall be appointed by and advisory to the Executive Committee. This Committee shall consist of at least seven (7) members of WASBO appointed to serve for overlapping three (3) year terms. After July 1, 1989, members must be registered under this program to serve on this committee.
- b. The President of WASBO or his/her designee shall administer the program within the policies established by the Professional Registration Committee.
- c. The PRC, at its first meeting, will elect from its members a Chairman, a Vice-Chairman, and a Secretary. Each year when the PRC meets at WASBO's winter meeting, the first order of business shall be the election of officers for the ensuing year.

4. PROCEDURES

- a. Application forms may be obtained from and filed with the PRC Secretary.
- b. All applications for registration will be reviewed and processed at the next semi-annual meeting of WASBO (Summer and Winter).
- c. All applications for registration will be reviewed for completeness by the PRC Secretary and forwarded to the PRC for action.
- d. Disposition of Application

1. Approval – All complete applications will be submitted to the PRC at the next regularly scheduled meeting for action.
2. Denial and Appeal Process – In the event an application is not approved by the PRC, the applicant will be notified, in writing, of that determination by the PRC Secretary. The applicant shall have the right to appeal the decision of the PRC by notifying the PRC Secretary, in writing, that s/he wishes to appeal the decision. Such notification must be received by the PRC Secretary within thirty (30) days from the date of the original notice of denial. All documentation supporting the appeal must be received by the PRC Secretary within sixty (60) days of the original notice of denial. The PRC Secretary shall forward all relevant data to the Appeals Committee. All appeals will be reviewed by the Appeals Committee comprised of members of the WASBO Executive Committee. The decision of the Appeals Committee is final and is not subject to further appeal. The entire appeals process, including a final decision, will be completed by the conclusion of the next regularly scheduled WASBO meeting.
- e. Applicants are strongly encouraged to apply for the highest designation for which they qualify.
- f. Registrants can hold only one professional registration designation at a time. An applicant for a Specialist designation can apply for only one specialization which shall be the one they hold at the time of application and is the one in which they hold the greatest responsibility.
- g. Registrants holding one of these designations at the time of retirement from school business administration may retain that designation without renewal so long as WASBO LIFE membership is retained. If WASBO LIFE membership is not retained the registration will lapse and cannot be renewed unless active employment in school business administration and WASBO ACTIVE or LIFE membership is obtained.

5. REQUIREMENTS FOR INITIAL REGISTRATION

WYOMING REGISTERED SCHOOL BUSINESS ADMINISTRATOR

- a. Applicant must be and have been a current ACTIVE or LIFE member of WASBO for the immediate three (3) years prior to application.
- b. Applicant shall be a business officer of the entity with responsibility for at least six (6) areas of specialization.
- c. Applicant shall have earned a Masters Degree or Masters Equivalent (as defined by the Wyoming SDE) or have earned a Bachelors Degree and have completed the equivalent of four (4) years experience for every uncompleted year of college above a Bachelors Degree in at least six (6) areas of specialization (Masters Degree is interpreted to be thirty (30) semester graduate credits beyond an earned Bachelors Degree).
- d. Applicant shall have three (3) years experience in one entity in at least six (6) areas of specialization.
- e. Applicant shall have completed a minimum of forty-eight (48) continuing education units in the field of school business administration within the three (3) years prior to application.

- f. Applicant must submit the employing governing board's approved job description for his/her position, and the approved administrative organization chart with his/her official application.
- g. Applicant shall have his/her Chief School Administrator certify on the application that the applicant is a business officer in the entity, that the areas of responsibility are accurately checked, that other information on the application is accurate, and that the applicant is known to possess a high degree of character and integrity, and has demonstrated competence and proficiency in his/her school business assignments and responsibilities.
- h. Grandfathering – all persons presently holding qualifying positions in Wyoming on July 1, 1986 are currently eligible and will have August 31, 1988 to qualify under the following provisions:
 - 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 as a business officer.
 - 3. Applicant must be and have been a current WASBO ACTIVE member for the immediate two (2) years prior to application.

WYOMING REGISTERED SCHOOL BUSINESS OFFICIAL

- a. Applicant must be and have been a current ACTIVE or LIFE member of WASBO for the immediate three (3) years prior to application.
- b. Applicant shall be a business officer of the entity with responsibility for at least three (3) areas of specialization.
- c. Applicant shall have earned a Bachelors Degree or have earned an Associate Degree or sixty (60) semester hours of college credits and have completed the equivalent of four (4) years experience for every uncompleted year of college above and Associate Degree in at least three (3) areas of specialization (Bachelors Degree is interpreted to be one hundred twenty (120) semester college credits).
- d. Applicant shall have three (3) years experience in one entity in at least three (3) areas of specialization.
- e. Applicant shall have completed a minimum of twenty-four (24) continuing education units in the field of school business administration within the three (3) years prior to application.
- f. Applicant must submit the employing governing board's approved job description for his/her position, and the approved administrative organization chart with his/her official application.
- g. Applicant shall have his/her Chief School Administrator certify on the application that the applicant is a business officer in the entity, that the areas of responsibility are accurately checked, that other information on the application is accurate, and that the applicant is known to possess a high degree of character and integrity, and has demonstrated competence and proficiency in his/her school business assignments and responsibilities.

- h. Grandfathering – all persons presently holding qualifying positions in Wyoming on July 1, 1986 are currently eligible and will have August 31, 1988 to qualify under the following provisions:
 - 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 as a business officer.
 - 3. Applicant must be and have been a current WASBO ACTIVE member for the immediate two (2) years prior to application.

WYOMING REGISTERED SCHOOL BUSINESS SPECIALIST

- a. Applicant must be and have been a current ACTIVE or LIFE member of WASBO for the immediate three (3) years prior to application.
- b. Applicant shall have a system-wide administrative and/or supervisory position.
- c. Applicant shall have three (3) years experience in one school entity in the area of specialization for which registration is being requested.
- d. Applicant shall have completed a minimum of twelve (12) continuing education units in the area of specialization within the immediate three (3) years prior to application.
- e. Applicant must submit the employing governing board's approved job description for his/her position, and the approved administrative organization chart with his/her official application.
- f. Applicant shall have his/her Chief School Administrator certify on the application that the applicant is a business officer in the entity, that the areas of responsibility are accurately checked, that other information on the application is accurate, and that the applicant is known to possess a high degree of character and integrity, and has demonstrated competence and proficiency in his/her school business assignments and responsibilities.
- g. Grandfathering – all persons presently holding qualifying positions in Wyoming on July 1, 1986 are currently eligible and will have August 31, 1988 to qualify under the following provisions:
 - 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 as a business officer.
 - 3. Applicant must be and have been a current WASBO ACTIVE member for the immediate two (2) years prior to application.

WYOMING REGISTERED SCHOOL BUSINESS MEMBER

- a. Applicant must be a current ACTIVE member of WASBO.
- b. Applicant shall have a system-wide administrative and/or supervisory position.
- c. Applicant must submit the employing board's approved job description for his/her position, and the approved administrative organization chart with his/her official application.

6. REQUIREMENTS FOR RENEWAL OF REGISTRATION

Each registration shall be valid for a period of four (4) years or portion thereof until the next renewal period from the date granted. In order to retain this registration the registrant must complete specified renewal requirements as listed below:

1. Registrants in all designations must retain ACTIVE or LIFE membership in WASBO during all years of registration.
2. The SCHOOL BUSINESS ADMINISTRATOR designation shall require a minimum of sixteen (16) continuing education units for each year the registration was in force for renewal.
3. The SCHOOL BUSINESS OFFICIAL designation shall require a minimum of eight (8) continuing education units for each year the registration was in force for renewal.
4. The SCHOOL BUSINESS SPECIALIST designation shall require a minimum of four (4) continuing education units for each year the registration was in force for renewal.
5. All other requirements listed for initial registration under each designation must also be met for renewal, except education requirements, if they were grandfathered in the initial registration.
6. Applicants may submit a request for extension of time for renewal, not to exceed one year, to the PRC Secretary for submission to the PRC who will determine if the extenuating circumstances warrant an extension of time. If an extension is denied, the applicant may appeal under the appeal process (Section 4, d (2)).
7. PRC Secretary will send a letter with each new certification stating the number of continuing education units required for renewal and the year of renewal.
8. Registrants whose registration expires must comply with the initial registration requirements and their record will show a break in registration.

7. AREAS OF SPECIALIZATION

Auditing
Student Accounting
Cash Management and Investments
Data Processing
Debt Service and Capital Fund Management
Financial Accounting
Food Service Operations
Maintenance of Plant
Negotiations
Office Management
Operation of Plant
Payroll Accounting
Personnel Management

Pupil Transportation Management
School Board Secretary
School Plant Planning and Construction Supervision
School Store Management
Tax Administration

Other specialties may be considered by applying to the PRC Secretary for submission to the PRC to have them added to this list of approved specialties.

8. CONTINUING EDUCATION UNIT SYSTEM

- a. A continuing education unit system that is broad in scope has been established for initial and renewal certification. At least fifty (50%) percent of the required continuing education units must be in the applicant's area(s) of specialization.
- b. In order to earn continuing education units toward initial or renewal certification the continuing education units must equal hours of effort on the part of the applicant. In general, one (1) continuing education unit will be equal to one-half (1/2) day or two (2) to four (4) hours of effort. Two (2) continuing education units would be equal to a full day or more than four (4) hours.
- c. Applicants are encouraged to participate annually in activities that would earn continuing education units toward initial or renewal registration.
- d. Continuing education unit designations will be reviewed at least every three(3) years by the Professional Registration Committee. Members of WASBO may request activities not listed be reviewed for inclusion on the list by written request to the WASBO Secretary for consideration by the PRC.

9. ACTIVITIES THAT QUALIFY FOR CONTINUING EDUCATION UNITS

Individual activity continuing education unit certification forms will not be required to be submitted with the application. Only the summary sheet will be required to maintain a file of continuing education unit certifications for the initial and renewal registration periods for verification when requested.

a. Group Programs

Including, but not limited to, programs sponsored by WASBO, ASBO, WSBA, WSDE, RMASBO, AASA, or any other established state or national professional education organization approved by the Professional Registration Committee. Applicants are restricted to a maximum of seventy-five (75%) percent of the required continuing education units for initial or renewal registration from conferences and meetings.

1. WASBO and other approved statewide professional conferences.

Attendance at either of the WASBO semiannual conferences will earn three (3) continuing education units for each full day and two (2) continuing education units for each one-half (1/2) day not to exceed five (5) units per conference.

Attendance at other approved statewide conferences earns four (4) continuing education units for each two (2) or more days of registered attendance.

2. ASBO and other approved national professional conferences.

Four (4) continuing education units for each two (2) or more days of registered attendance.
- b. WASBO and other approved professional workshops

One-half (1/2) day meeting shall be equivalent to one (1) continuing education unit and a full day meeting shall be equal to two (2) continuing education units.
- c. Seminar or Workshop Presenter

The presenter of approved professional seminars or workshop shall receive one (1) continuing education unit for each one-half day or two (2) continuing education units for each full day presentation in addition to continuing education units for attendance at the session. Multiple presentations of and attendance at the same programs shall receive credit for only the first session.
- d. WASBO Committee Assignments

Applicants shall receive one (1) continuing education unit for each year served on a WASBO committee that required a minimum of six hours of effort. (WASBO Executive Committee Members are not eligible for these CEUs.)
- e. Published Articles and Books

The author of an article appearing in a professional publication shall receive one (1) continuing education unit. An author or co-author of a book on a professional subject related to school business administration shall receive three (3) continuing education units.
- f. College Credit, Correspondence Courses, and State Dept. Credit

Three (3) continuing education units shall be granted for each credit earned in graduate or undergraduate courses directly related to school business administration.
- g. WASBO and ASBO Office Holders
 1. The President, President-Elect, Secretary, Past-President, and Directors of WASBO shall earn three (3) continuing education units for each year served.
 2. Officers and members of the ASBO Board of Directors shall earn four (4) continuing education units for each year served.

10. FEES

All applications for original registration must be accompanied with a check or money order in the amount of ten (10) dollars for original registration plus ten (10) dollars for each year the registration will be in force. Renewal applications must be accompanied with a check or money order in the amount of forty (40) dollars. These fees are non-refundable and are used to defray the costs of operation of this registration program.

11. REGISTRATION FORMS

Registration forms for each designation may be obtained from the PRC Secretary. As this office is not permanent, no permanent address is included.

Questions about this registration program or clarification of requirements may also be addressed to the PRC Secretary at his/her School District address. Suggestions for improvement of this program are always welcome. This is not a set program and the Professional Registration Committee is committed to keep the program a viable and evolving process.