PROFESSIONAL REGISTRATION RENEWAL APPLICATION

PROFESSIONAL REGISTRATION PROGRAM

Enhanced Professionalism

A long sought-after goal of many individuals in the field of school business management has been the attainment of professionalism not only in the acquired knowledge and experience, but in the recognition by peers in the school business field, in other facets of education, and in other professions.

The Professional Registration Program offers both acknowledgment and recognition for professionals in all levels of school business management. Professional registration is a way of identifying the true professionals in the field, the ones with the background, training, and on-the-job experience to merit the honor.

Registration Designations

Professional registration is available at three levels:

• **Registered School Business Administrator (RSBA)** – The professional who has overall administrative responsibility for the school system's business functions and who has attained a master's degree.

• **Registered School Business Official (RSBO)** – The professional who has overall administrative responsibility for one area in the school system's business functions and who has an undergraduate degree.

• **Registered School Business Specialist (RSBS)** – The professional who has administrative responsibility for one area in the school system's business functions and who does not hold a college degree.

Attainment of the RSBA, RSBO, or RSBS designation requires commitment to continuing education and honing skills and knowledge to meet the ever-changing demands of schools and their administration.

Benefits of Registration

A mark of distinction, ASBO International's Professional Registration Program is a distinctive honor of professional achievement in school business management. The benefits of professional registration can include:

• Continuous education in the field of school business management

• Increased credibility in the education community

• Use of the registration's initials (RSBA, RSBO, or RSBS) after your name

• Improved ability to compete in the job market

• Increased remuneration and benefits on the job

The ASBO registration program acknowledges the essential principles of continuing education, recognizing a candidate's work experiences and other life accomplishments, particularly those areas in school business administration that are most reflective of successful professional attainment.

Objectives of Registration

The objectives of Professional Registration are:

• To raise the professional standards of those engaged in school business administration.

• To improve the practice of business administration by encouraging school business officials to participate in a continuing program of professional development.

• To identify persons who follow prescribed standards of performance and conduct and who have acceptable knowledge of the principles and practices of school business administration, related disciplines, and laws governing and affecting schools through fulfilling prescribed standards of performance and conduct.

• To award special recognition to school business officials who have demonstrated a high level of competence and ethical fitness in school business administration.

Eligibility

The requirements for consideration for the RSBA, RSBO, or RSBS designation include documented evidence of successful school business administration skills, participation in continuing education programs, and demonstrated leadership in the profession and in the community.

Applicants must meet the following prerequisites:

- Be an Active Member of ASBO International.
- Be employed on a full-time basis in a school business management position for three consecutive years in one school or school system, or five years in the school business field.
- Have acceptable character, ability, and reputation confirmed in writing by their school superintendent.
- Pledge to adhere to the ASBO International Code of Ethics and Standards of Conduct.
- Meet the education and administrative responsibility requirement(s) of the designation (RSBA, RSBO, or RSBS) for which they applied.

Registration Fees

A fee of $150 will be charged for initial registration and upgrading, and $60 for each five-year renewal period. These fees partially offset the cost of administering the registration program.

Five-Year Renewal Period

In 1985, the program was revised to require registration renewal every five years through the accumulation of 15 points from participation in various professional development activities and leadership roles.

Upgrading

An RSBO or RSBS may upgrade to a higher designation by submitting a new application and fee ($150) for the higher level.
When an RSBS receives an RSBO, or an RSBO receives an RSBA, only the higher designation will be used (not RSBA/O or RSBO/S).

History

The requirements for the Registered School Business Administrator (RSBA) and Registered School Business Official (RSBO) designations were originally approved by the ASBO International Board of Directors in 1964 and were revised in 1976 and 1979. In 1983, the board approved the Registered School Business Specialist (RSBS) category. The Program was again revised in 2003.

Suspension or Revocation

School business officials who do not acquire sufficient maintenance points to be registered on their registration renewal date (and do not have a life certificate) will be notified in writing of suspension from using the RSBA, RSBO, or RSBS designation and will no longer be listed as such in any publications until they:
1) Resubmit to the registration process, successfully meet the criteria for registration by personal data information, and pay the appropriate fee; or
2) Acquire make-up points at a cumulative total equal to four per year for every calendar year since and including the year suspended. Category points restrictions will be waived.

ASBO International reserves the right to suspend or revoke the professional registration designation due to an individual breaching ASBO International's Code of Ethics. Please consult page 26 in ASBO International's Professional Standards manual at www.asbointl.org/Publications

Appeals Process

Applications are processed by ASBO International headquarters. The ASBO International Board of Directors will resolve any dispute.

Disclaimer

ASBO International assumes no liability, in part or in whole, for results or outcomes as a result of actions, performance, or non-performance of any work produced by any individual holding ASBO International's Professional Registration.

PROFESSIONAL REGISTRATION RENEWAL APPLICATION

Maintaining Registration

The continuing education of school business officials is essential to enable schools to cope with rapidly changing conditions. To ensure the highest level of professionalism at all levels of school business management, the Professional Registration Program requires recertification every five years. Mandating recertification ensures that registrants maintain their expertise in the field by participating in continuing education and professional development activities. Maintaining the RSBA, RSBO, or RSBS designation requires the participants to make a concerted effort to continually hone their professional expertise.

To remain registered, a school business official must accumulate professional credits and every five years submit a completed registration renewal form to ASBO International. This form will demonstrate the accumulation of 15 points through participation in various professional development activities and leadership roles.

Registration Renewal

The expiration dates on the registration certificate indicates the first renewal date. After initial registration, school business officials must renew at five-year intervals (with the renewal reporting form due by November 1st preceding the registration renewal date). Professional credits for registration renewal can be accumulated any time during the year they first obtain or renew their Professional Registration to the November 1st immediately preceding the next renewal date. For example, registered officials who receive a certificate expiring on January 1, 2010 must file a record of 15 professional points earned with the ASBO International Headquarters on or before November 1, 2009, and their registration will be renewed through January 1, 2015.

Life Registration

An RSBA, RSBO, or RSBS who is retired from school business and at least age 55, or upon reaching the age of 60, and holding a current registration, is registered for life. Registrants must notify ASBO International when they qualify for Life Registration. No further renewal reporting is necessary.

Fees

A fee of $60 is charged for each five-year renewal period. This fee partially offsets the cost of administering the registration program.

PROFESSIONAL REGISTRATION RENEWAL APPLICATION FORM

Please supply the information below

❑ Ms. ❑ Mrs. ❑ Mr. ❑ Ph.D. ❑ Ed.D. ❑ Other: _____

Name:

Title:

Registration Number:

ASBO International Member Number:

School:

Address:

City: State/Province: Zip/Postal Code:

Phone: Fax:

Email:

I submit this renewal form to maintain status in the ASBO International Professional Registration program as an:

❑ RSBA ❑ RSBO ❑ RSBS

Please return to:
Association of School Business Officials International
Professional Registration Program
11401 North Shore Drive
Reston, Virginia 20190-4200

This is to certify that I, the undersigned, have complied with all the requirements for renewal of my status in the ASBO International Professional Registration Program. I continue to demonstrate high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of education administration, and have made and will continue to make contributions to the profession and to the Association of School Business Officials International. With its transmittal, I enclose the following:

❑ Completed Renewal Form
❑ Registration check for $60 (U.S.funds), made payable to ASBO International
❑ Support documents as required

PROFESSIONAL POINTS EARNED FOR MAINTENANCE CREDIT

To maintain registration, a total of 15 points must be demonstrated. Professional credits may be accumulated any time from the date appearing on your Professional Registration Certificate to the November 1st immediately preceding your renewal date.

I. MEMBERSHIP

Maximum 5 points each five-year cycle.

Active Membership in ASBO International. (1 point per year) **POINTS**

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Membership in ASBO Affiliate. (1/2 point per year)

Name of Affiliate: _____

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Total Points Section I
(Maximum 5 points)

II. PROGRAM PARTICIPATION IN SCHOOL BUSINESS ADMINISTRATION

Maximum 7 points each five-year cycle.

Instructor/Presenter on any ASBO International or Affiliate educational program requiring preparation of course-related material. Subject must be related to school business administration. Attach a separate sheet as needed for additional space.

Instructor / Presenter (1/2 point for each half hour of instruction) **POINTS**

Date: Sponsor:

Title of Presentation: Length (in hours):

Date: Sponsor:

Title of Presentation: Length (in hours):

Date: Sponsor:

Title of Presentation: Length (in hours):

Instruction in courses related to school business administration sponsored by a fully accredited university or college.

Courses (1 point per course) **POINTS**

Date: University or College:

Title of Course:

Date: University or College:

Title of Course:

Speeches on school business administration to organizations other than those above (including ASBO Affiliates):

Speeches (1/2 point per presentation)

Date: Organization:

Title of Speech:

Date: Organization:

Title of Speech:

Total Points Section II
(Maximum 7 points)

III. EDUCATION PROGRAMS AND COURSES

Maximum 10 points each five-year cycle.

Attendance at ASBO's Annual Meeting & Exhibits. (1 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Attendance at an Affiliate annual meeting. (1/2 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Attendance at ASBO's Leadership Conference. (1/2 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Participation in an ASBO or Affiliate workshop – in the field or Pre-Annual Meeting Workshop (1/2 point per day)

POINTS

Date(s): Title of Workshop:

Date(s): Title of Workshop:

Date(s): Title of Workshop:

Attach separate sheet as needed for additional space.

Participation in an ASBO Live Webcast (teleconference) (1/2 point per session)

Date(s): Title of Webcast:

Date(s): Title of Webcast:

Date(s): Title of Webcast:

Attach separate sheet as needed for additional space.

Successful completion of an accredited college or university course when the subject matter relates directly to school business management subjects. (1/2 point per credit)

Date(s): University or College:

Title of Course: Credits Received:

Date(s): University or College:

Title of Course: Credits Received:

Date(s): University or College:

Title of Course: Credits Received:

Successful completion of a non-credit workshop or continuing education course directly related to school business management. (1/2 point per day)

Date(s): Organizer or Sponsor:

Title of Course: Program Length:

Date(s): Organizer or Sponsor:

Title of Course: Program Length:

Date(s): Organizer or Sponsor:

Title of Course: Program Length:

Successful completion of ASBO's Professional Standards Self-Assessment tool and peer review process. (1 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Total Points Section III
(Maximum 10 points)

IV. PUBLISHED ARTICLE AND OTHER LITERARY CONTRIBUTIONS TO SCHOOL BUSINESS ADMINISTRATION

Maximum 7 points each five-year cycle.

Each piece of writing published and distributed including monographs, booklets, newsletters, magazine articles, contributions to books and research conducted in school business administration. (Excluding your own organization's internal publications.) (1 point per contribution)

Date: Publication:

Title of Article:

Date: Publication:

Title of Article:

Attach separate sheet as needed for additional space.

Total Points Section IV
(Maximum 7 points)

V. SERVICE IN AN ASBO INTERNATIONAL LEADERSHIP/VOLUNTEER CAPACITY

Maximum 5 points each five-year cycle.

Each year as an elected officer (2 points per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Each year as an elected director (1 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Each year as chair or vice chair of a committee (1 point per year)

Committee Name: _____

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Each year receiving the Certificate of Excellence or Meritorious Budget Award or serving on the review panel for COE or MBA. (1 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Each year of application or receipt of an Eagle or Pinnacle Award (1 point per year)

Year:_____ Year:_____ Year:_____ Year:_____ Year:_____

Total Points Section V
(Maximum 5 points)

VI. SERVICE IN AN ASBO AFFILIATE LEADERSHIP CAPACITY

Maximum 5 points each five-year cycle.

Each year as an elected officer (1 point per year)

Year: Affiliate Name: _____

Position: _____

Year: Affiliate Name: _____

Position: _____

Year: Affiliate Name: _____

Position: _____

Each year as an elected director and / or chairman of a committee (1/2 point per year)

Year: Affiliate Name:

Position:

Year: Affiliate Name:

Position:

Year: Affiliate Name:

Position:

Total Points Section VI
(Maximum 5 points)

TOTAL POINTS

I. Membership (Maximum 5 points)

II. Program Participation in School Business Administration (Maximum 7 points)

III. Education Programs and Courses (Maximum 10 points)

IV. Published Articles and Other Literary Contributions to School Business Administration (Maximum 7 points)

V. Service in an ASBO International Leadership/Volunteer Capacity (Maximum 5 points)

VI. Service in an ASBO Affiliate Leadership Capacity (Maximum 5 points)

GRAND TOTAL

Submitted by:

Date:

ASBO International Member Number:

Signature of Applicant: