REGISTERED SCHOOL BUSINESS OFFICIAL (RSBO) 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.

REGISTERED SCHOOL BUSINESS OFFICIAL (RSBO) APPLICATION

Office Transmittal Form
Please supply the information below

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

Name:

Title:

ASBO International Member Number:

School:

Address:

City: State/Province: Zip/Postal Code:

Phone: Fax:

Email:

Documents

I am enclosing the following:

- ❑ Completed application form
- ❑ Registration check for $150 (U.S. funds), made payable to ASBO International
- ❑ Photocopy of related degree transcripts
- ❑ Job description
- ❑ Letter(s) of recommendation
- ❑ Evidence of ASBO Affiliate membership (not mandatory)
- ❑ Current organization chart of my school system or college
  The date the organization chart was adopted is: _____.

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

Certificate by the Superintendent, College President, or President of the Board of Education:
This is to certify that I, the undersigned, have carefully inspected the information contained in this completed application; that said applicant has correctly and accurately checked the areas of responsibility indicated under Section 2; and that all other information supplied is, to the best of my knowledge, true and accurate. I am certifying in an attached letter to ASBO International that the applicant is known by me to possess a high degree of character and integrity, and has demonstrated competence and proficiency in school system assignments and responsibilities.

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

Name:

Title:

ASBO International Member Number:

School:

Address:

City: State/Province: Zip/Postal Code:

Signature:

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

Date: Signature:

Notary Public subscribed and sworn to before me

Date: Signature:

Notary Public state of:

My commission expires:

Affix seal here

REGISTERED SCHOOL BUSINESS OFFICIAL (RSBO) ADDITIONAL REQUIREMENTS

Persons dealing with specific areas of school business administration, having attained a college degree will be referred to as School Business Officials.

• Applicant shall have overall administrative responsibility for a specific (specialized) area or areas of school business administration in a school system as specified in the application form.

• Applicant shall have earned a minimum of a bachelor's degree from a regionally accredited college or university. A photocopy of the degree, or a college transcript of the work completed, must be received by ASBO before an application can be reviewed.

• Applicant shall have completed a minimum of three (3) years of satisfactory supervisory or administrative experience, demonstrating competency and ability in effectively supervising personnel and operations in a specific area of school business administration listed in the application form.

• Applicant must submit an administrative organization chart with his or her official application. This chart must show the various administrative and supervisory positions in the school system; or college, as adopted by the proper board of education or board of college trustees, with the name and complete address of the board of education or the board of college trustees thereon, and the date of the meeting when it was officially adopted and appears in the minutes. The chart must accurately indicate applicant's supervisory position as a school business official in an area of school business operation, and preferably also show the number of personnel the applicant actually supervises.

Name:

ASBO International Member Number:

This is to certify that I, the undersigned, have complied with all the requirements for the status of Registered School Business Official; and have, through proper affidavit and documentation, submitted this evidence below; and in addition, I have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of educational administration, and have made and will continue to make contributions to this profession and to the Association of School Business Officials International, in witness whereof, I submit the following.

Section 1
I am an Active Member of ASBO International.

Section 2
I have overall administrative responsibility for a specific area of school business administration in a school system. The specific area of my specialty, for which I have overall administrative responsibility, is checked below. I have indicated the one area that occupies most of my time and/or the one in which I have the most expertise and training.

Note: Please check only one area below because this is a specialty award for your strongest area. Do not submit the term, "Business Management," or any other general term. The RSBA is the award for the generalist, not the RSBO. The RSBO is specifically designed to recognize the applicant's strongest area of specialization.

- ❑ Accounting
- ❑ Assessment, Levy, and Tax Collection
- ❑ Auditing
- ❑ Budgeting and Financial Planning
- ❑ Cash Management and Investments
- ❑ Communications
- ❑ Debt Management
- ❑ Elections and Bond Referenda
- ❑ Financial Reporting
- ❑ Food Service Management
- ❑ Human Relations
- ❑ Instructional Program Evaluation
- ❑ Instructional Support Program Evaluation
- ❑ Insurance
- ❑ Labor Relations and Employee Agreements
- ❑ Maintenance and Operations
- ❑ Management Information Systems
- ❑ Office Management
- ❑ Permanent Property Records/Legal Papers
- ❑ Personnel and Benefits Administration
- ❑ Planning and Construction
- ❑ Professional Development
- ❑ Purchasing, Supply, and Fixed Asset Management
- ❑ Pupil Transportation
- ❑ Real Estate Management
- ❑ Risk Management
- ❑ School Public Relations
- ❑ Strategic Planning
- ❑ Technology for School Finance Operations
- ❑ Other: _____

Section 3
I received my bachelor's degree from University/College:

_____

Year:

_____

Address:

_____

I understand it to be regionally accredited colleges or universities. (A photocopy of the degree or an official college transcript of the work completed must be submitted.)

Section 4
I have completed a minimum of three (3) years of satisfactory administrative or supervisory experience in the field of school business administration.
(Use a separate sheet if you need more space.)

School system:

_____

Year(s):

_____

Address:

_____

Section 5
As proof of professional and personal competency,
I have spent a minimum of three (3) years in one school or school system, or five (5) years in the school business field as a school business official.

Title: Year:

School system:

Address:

Title: Year:

School system:

Address:

Section 6
I have attached to this application an administrative organization chart of my school system, which shows my position to be at either the administrative or supervisory level, and I have indicated the date when it was officially adopted.

Section 7
I am a current member of:

ASBO Affiliate:

Section 8
My superintendent, college president or the president of my board of education will send a separate letter concerning my integrity, character and competence as a school business official. Further, permission is granted to ASBO International, its staff and/or its board of directors to investigate me and verify the information contained in, or in connection with, this application.

Submitted by:

Date: Signature of Applicant: