

KASBO Professional Recognition Program

To recognize the attainment of professional credentials and experience, Kansas Association of School Business Officials (KASBO) has created a Professional Recognition Program. The title for this official recognition will be Kansas School Business Official (KSBO).

Initial Application Requirements:

- Applicant must be a current member of KASBO for three years prior to application.
- Applicant must be currently employed by a Kansas school district or educational service center.
- Applicant shall have a minimum of three (3) cumulative years experience in a school district or educational service center. Documentation regarding this requirement must accompany this application, and is generally a letter from the Superintendent or immediate supervisor. When the applicant is a Superintendent, the president of the school board shall sign the letter.
- Applicant shall provide documentation of three (3) professional points earned during the period from March 1 – February 28 of the current year of application.
- Points may be accumulated through participation in activities and leadership roles as outlined on the Professional Points Log form.
- KSBO applicants will have responsibility for at least one school business functional area.
- Applicant shall provide an organizational chart and his/her job description in the school system.
- Application is to be submitted on the official application form and accompanied by the registration fee. Current KASBO membership dues and the registration fee are to be paid before work is commenced on the processing of the application. Check should be made payable to KASBO.
- The Professional Recognition Program subcommittee will review the applications once each year. Acknowledgement of Professional Recognition achievement will be made at the annual KASBO conference in April.

Renewal Requirements:

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 Recognition Program requires recertification every five (5) years. Mandating recertification ensures that registrants maintain their expertise in the field by participating in continuing education and professional development activities. Maintaining the designation requires the participant to make a concerted effort to continually improve their professional expertise.

A. Recognition Program Renewals

To maintain professional recognition status, every five years a school business official must accumulate 12 professional points and submit a completed Professional Points Log form to KASBO. This form will compile his or her activities and demonstrate the accumulated required points through participation in various professional development activities and leadership roles. In addition, applicant must provide registration number and date with renewal fee made payable to KASBO.

The first renewal date is on the fifth annual convention date. After initial registration, the registrant must continue to renew at five year intervals. Renewal forms are due by the March 1st preceding the recognition renewal date.

Professional points for recognition renewals can be accumulated anytime from the date appearing on the certificate to the March 1st preceding the next renewal date. For example, officials registered and receiving a certificate dated April, 2003 must file a record of required professional points earned with KASBO on or before March 1, 2008 and their recognition will be renewed effective April, 2008.

B. Fees

A registration fee is charged for each five year renewal period. This fee partially offsets the cost of administering the Recognition Program.

C. Acceptable Professional Points for Initial Application or Recognition Renewal

1. Program Participation in workshops & annual conventions (Maximum 2 points per year).

Instructor/Presenter on any KASBO Program	½ point each
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Instructor/presenter on any ASBO International program	1 point each
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Instructor/presenter in courses related to school business administration sponsored by a fully accredited university. 1 point per course

Presentations regarding school business issues to organizations other than those above (including ASBO Affiliates) ½ point per presentation

2. Education Programs and Courses (Maximum 2 points per year)

Attendance at ASBO International Annual meeting ½ point per year

Attendance at KASBO Annual Convention ½ point per year

Attendance at KASBO workshops ½ point per workshop

Successful completion of an accredited college or university course when the subject matter relates directly to school business management subjects. ½ point per credit

Successful completion of a non-credit workshop or continuing education course directly related to school business management. ½ point per workshop

3. Published Articles and other Literary Contributions to school Business Administration. (Maximum 1 point per year)

Articles published which cover a business related topic and are distributed outside your own school district. 1 point per article

4. Service to KASBO or ASBO International (Maximum 3 points per year)

KASBO elected official or director 1 point per year

ASBO International official or director 1 point per year

KASBO committee member

Professional Development or Convention Committee 1 point per year

All other standing Committees ½ point per year

**All Applications must be received by March 1 of the year
Recognition is being Requested**