

REQUIREMENTS

REGISTERED SCHOOL BUSINESS ADMINISTRATOR/OFFICIAL

COMMONWEALTH OF VIRGINIA

Approved by the VASBO Board of Directors effective July 1, 1985, and until further notice, the following are requirements for the status of Virginia Registered School Business Official (VRSBO) and Virginia Registered School Business Administrator (VRSBA).

1. Applicant must be current, active (participating) member of the Virginia Association of School Business Officials for at least **three (3) continuous years**.
2. **VRSBO** applicants shall have overall administrative responsibility for a specific phase or phases of school business administration in a school division. **VRSBA** applicants shall have general administrative responsibility for a minimum of three functional areas in the area of school business administration.
3. **VRSBO** applicants shall have a **bachelor's degree** and have a **minimum of five (5) years experience** in an accredited school division or accredited college or university. A certification of this requirement signed by the Superintendent of Schools or College/University President must be submitted with the application. The degree requirement may be waived by the VASBO Board of Directors upon submitted evidence of a high school diploma or its equivalent and a **minimum of ten (10) years extensive experience** in the applicant's field of certification.

VRSBA applicants shall have earned a minimum of a master's degree from an accredited college or university. The applicant shall have a **minimum of five (5) years of satisfactory general administrative experience** in an accredited school division or an accredited college or university. A certification of this requirement signed by the Superintendent of Schools or College/University President must be submitted with the application. In the event a Superintendent of Schools or College/University President is the applicant, the presiding officer of the governing body shall sign the required certifications.

4. As proof of professional and personal competency and job stability, the applicant must have spent a **minimum of three (3) years** in one school division or college in the school business field as a school business official/administrator; documented in such a way that it can be easily verified.
5. Applicant must submit an administrative organizational chart with his/her official application. This chart must show the various administrative and supervisory positions in the school division, or college, as adopted by the proper School Board, Board of Education, or Board of College Trustees, with the name and complete address of the School Board, Board of Education or Board of College Trustees thereon. The chart must accurately indicate applicant's supervisory position as a school business official or administrator in an area of school business operation, and preferably also show the number of personnel the applicant actually supervises.

Important: If an administrative organizational chart does not exist in a particular school division, it is recommended the applicant request, through proper channels, that such a chart be drawn and adopted by the local School Board, Board of Education, or Board of College Trustees in order that it can be submitted with this application. The organizational chart is mandatory.

6. Applicant is to request his Superintendent or College President and/or President of his Board of Education or college equivalent to write a separate letter, properly identified, that certifies the applicant is a school business official/administrator in his school division or college, that includes statements (personal and professional evaluations) concerning the applicant which tell about his integrity, character, ethical behavior, ability to supervise others, follow through and effective competency on the job. The person writing this letter should place it in a sealed envelope marked "Letter of Recommendation" and give it to the applicant who is to staple it to his application.
7. The certificate may be recalled upon conviction of a felony or a crime of moral turpitude, which leads to either dismissal or demotion to a position of lesser responsibility.
8. Application is to be submitted on the official application blank, accompanied by a one-time registration fee. Current VASBO membership dues and the registration fee of fifty dollars (\$50.00) are to be paid before work is commenced on the processing of the application. Please make check or money order payable to Virginia Association of School Business Officials.
9. In the event the Association of School Business Officials International has previously awarded applicant's Registration for RSBO/RSBA, he/she may be awarded the VRSBO or VRSBA upon application and payment of the required registration fee. A copy of his/her ASBO International Registration Certificate or other proof of certification must be attached to the application.

NOTE: The difference between a School Business Official and a School Business Administrator will be determined by using the official definitions: "Persons dealing with **specific phases** of school business administration will be referred as **school business officials**. Persons dealing with the **total area** of school business administration will be designated as **school business administrators**."

Approved: May 17, 1985