

# Certified Arkansas School Business Officials Certification/Renewal Application

**Please Mark One:**

Initial Certification  
FIRST TIME Certified

Renewal of Certification  
Renewing a CURRENT Certificate

Re-Certification  
EXPIRED Certificate

**Are you a *current* AASBO member? Yes  or No**   
*(Current membership is required for processing any type of certification.)*

**GENERAL INFORMATION**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**CURRENT POSITION**

Current Position: \_\_\_\_\_

Years in this position: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Duties and areas of responsibility:


**WORK EXPERIENCE (*List school business related work experience prior to your current position.*)**

	Yrs Exp

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Initial Certification** – Must meet the following: (1) Be responsible for one or more areas of school business administration; (2) Have at least three years experience as a school business official; (3) Submit a letter of recommendation from the local school superintendent or school board president that addresses six specific areas concerning the candidate: integrity, character, ethical behavior, ability to supervise others, follow-through on assigned responsibilities, and competence on the job; (4) Complete the required coursework; (5) Submit an application to AAEA; (6) Be a member of the Arkansas Association of School Business Officials; (7) Course work for certification must be taken within a five-year period.

**For Renewal** – Must meet the following: (1) Submit an application to AAEA; (2) Complete two of the required six upper level courses (those numbered 200 and above) **per year** within a three-year period from the date of initial or renewal certification.

**Apply For Re-certification** – Must meet the following: (1) Submit a re-certification application with AAEA; (2) Complete a specified number of the required upper level courses (those numbered 200 and above) within a three-year period from date of initial or renewal certification. Each re-certification application will be individually reviewed. Failure to re-certify in a timely manner will require repeating the initial certification process.

**For questions concerning this application please contact Lana Webb by phone @ (501) 372-1691 or email @ [l.webb@theaaea.org](mailto:l.webb@theaaea.org). Please email applications to [l.webb@theaaea.org](mailto:l.webb@theaaea.org).**