

# Licensure of the School Business Administrator

MASBO 2015



# Objectives for This Session

1. Discuss the history of the SBA license
2. Identify how and when to renew (or convert) your SBA license



- adopted July 1, 2012

<http://www.mde.k12.ms.us/mississippi-board-of-education/board-of-education-policy-manual/policy-6900-school-business-officials/policy-6901-licensure-of-school-business-administrator>

# Accreditation Standard 2.5

The school district employs a school business officer/administrator whose qualifications meet the criteria established by the MDE and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district.



# Initial Licensure

The following minimum qualifications must be met for initial licensing:

A baccalaureate degree with a concentration in business related curriculum including a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following list.

- Principles of Accounting I and II (6 semester hours)
- Intermediate Accounting I and II (6 semester hours)
- Advanced Accounting (3 semester hours)
- Governmental Accounting (3 semester hours)
- Managerial Accounting (3 semester hours)
- Auditing (3 semester hours)

# Licensure Guideline for Provisional SBA

<http://www.mde.k12.ms.us/educator-licensure/licensure-guidelines-k12>

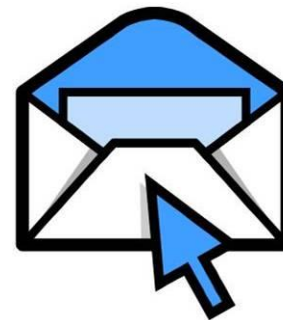
License	Requirements	Validity	Renewal
Class A Provisional	<ol style="list-style-type: none"> <li>1. Completed licensure application</li> <li>2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy</li> </ol>	3 years	Non-renewable

# How to Convert a Three Year to a Five Year

1. Apply online <https://sso.mde.ms.gov/Login/Login.aspx>  
or with a paper application

<http://www.mde.k12.ms.us/OEL/LA>.

2. Mail in the required certificate of training from the Office of School Financial Services, or a letter from the superintendent that the individual has been satisfactorily performing as a school district business manager for a minimum of four (4) calendar years.



# Licensure Guideline for Five Year SBA

<http://www.mde.k12.ms.us/educator-licensure/licensure-guidelines-k12>

License	Requirements
Class A Standard	<ol style="list-style-type: none"> <li>1. Completed licensure application</li> <li>2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy</li> <li>3. Holds the required certificate of training from the Office of School Financial Services, or provides documentation in the form of a letter from the individual's superintendent that the individual has been satisfactorily performing as a school district business manager for a minimum of four (4) calendar years in a Mississippi Public School District. Individuals with less than four (4) calendar years of service as a school business manager at the time a provisional license is issued are required to obtain the required certificate of training from the Office of School Financial Services.</li> </ol>



# Renewal Requirements for the SBA

100 hours continuing education units (CEUs). One hour of credit will be given for each hour of training. Hours may be obtained by participating in local, state, regional or national school business related conferences, courses or workshops.

# Renewal Requirements for the SBA

During the interim years, you may submit training hours to SFS following these guidelines:

- Complete the Summary of Continuing Training Hours form by July 15 (must have minimum of 20 hours before submission)
- Attach all original verifications of attendance at meetings, sessions, or conferences

## What to Renew With

- MASBO
- SASBO
- ASBO
- MDE UPDATES
- OTHER AS APPROVED



## When to Renew

Anytime within your five year renewal cycle once you've obtained your 100 hours



# AGENDA APPROVALS

- To qualify as an approved training opportunity, the agenda must be evaluated and approved through SFS prior to attendance (similar to IHL and ceus)
- Certification of the approved hours will be provided to the conference or meeting host for communication to attendees
- MASS, MASA, and other meetings can be considered

# How to Renew your Five Year SBA License

1. Send your paper, licensure application

<http://www.mde.k12.ms.us/educator-licensure/licensure-application-k12>

and **original** documentation, verifying 100 hours of training are completed to School Financial Services (SFS).

2. SFS will verify your hours and forward application on to Office of Educator Licensure for renewal.

# Non-Academic License

It's all about school business administration!



- Cannot upgrade
- Cannot add teaching endorsements

# Any Questions?



- Office of Educator Quality
- Phone 601.359.3483
- Email Educator Licensure at:  
[Teachersupport@mde.k12.ms.us](mailto:Teachersupport@mde.k12.ms.us)