

## Eligibility and Application Process

### Recertification of the CSBO designation

s.8(1)(c) "if the applicant has a combination of education, practice requirements, examinations and other requirements that in the opinion of the Registration Committee demonstrates the competence required for registration."

s.9(1) "3 years immediately preceding the application for an annual renewal of registration the applicant has completed at least 100 hours of continuing education or professional development activities acceptable to the Registration Committee in the practice of school business administration."

Please provide the information requested in this application to the best of your knowledge. Note to provide the information as possible and not all sections may fit your situation under this stream.

Provide any further information that will assist in the assessment of your eligibility This is information you wish to be considered that is not otherwise requested.

### Eligibility - More than ten (10) years without the designation

Applicants would apply under Stream 1, Stream 2, or Stream 3 process for eligibility. See <https://asboalberta.ca/page/certification-information> for further information:

### Eligibility – Five to ten years without the designation

#### Member Information

- Regular member in good standing
- Previously held the CSBO designation

The online application form in the member area will self populate with the membership information required such as: Membership number; Membership Status; Member Category; School Authority; Year joined.

## Good Character and Reputation

### Letters of Reference:

Provide two letters of reference in regard to your ability, integrity and character as exemplified in your service as a school business official

- one from your current employer, and
- one from another ASBOA Regular Member from another school authority or a CSBO member

### Background Declaration:

An applicant will also be asked to respond to the following questions in support that the applicant is of good character and reputation on the online application form.

Have you:

- Ever had a finding of unprofessional conduct or similar disciplinary finding made against you? YES/NO
- Have you ever entered into an agreement from the above with a professional organization regarding your conduct? YES/NO
- Any outstanding or ongoing complaints or discipline matters? YES/NO
- Ever been involuntarily removed from the register of a professional regulatory organization? YES/NO
- Ever been investigated or charged for a criminal offense and/or for acts committed against a minor? YES/NO

Please note that if you answered yes to any of the questions below, the Registration committee will follow up with the applicant for additional details and/or documents.

Is there any additional information that you would like to share with the Registration Committee in support and/or in consideration of your eligibility that may have an impact on your application?

## Combination of Education, Practice and other Requirements

### Supporting documentation

- Current Role Description
- Additional Employment History (applicants may wish to provide their resume to provide employment history documentation)
- Organizational Chart

## Professional Learning

Five (5) years or less without the CSBO designation

- A written 3-year professional development plan designed to build the competencies that are necessary to support the activities in which applicant will engage.
- Provide a detailed list evidencing at least 100 hours of continuing education or professional development activities acceptable to the Registration Committee in the practice of school business administration over the past five (5) years, and preferably over the past three (3) years.
- Applicants can also submit (if they do not meet the 100 hours per the above) to provide a detailed list (if different) of at least 150 hours of continuing education or professional development activities over the past five (5) years that substantively meet the ASBOA Areas of Practice.
- See <https://asboalberta.ca/page/areas-of-practice> for further details.

Ten (10) years to five (5) years without the CSBO designation

- Provide the same information as above
- After re-registering as a Regular Member of ASBOA, evidence of successful completion of the Bootcamp 101 offered by ASBOA, or evidence of professional learning that is substantively equivalent.
- See <https://asboalberta.ca/Page/bootcamp-overview> for further details

## Association Participation

Supports knowledge and practice in school administration through involvement within the profession, staying current on trends and issues, relevant professional learning and work place training

- Provide a summary of your involvement and contributions to the profession of school business and the association.

## Privacy

ASBOA is committed to protecting the privacy and confidentiality of personal information of its registrants. ASBOA will comply with the requirements of the Personal Information Protection Act (PIPA) and will use fair and reasonable practices to meet its obligations under the legislation.

By applying for registration, the applicant consents to the collection, use or disclosure of information as set out in the ASBOA privacy policy, legislative authorities and other governing documents.

### Statutory Declaration

I declare that all information given herein is true and that:

- a. I will abide with the Regulations, Bylaws and Code of Ethics of ASBOA, in accordance with POARA, and
- b. I agree that if registered as a certified member I will be governed by the said Act and by the Regulation, Bylaws and Rules enacted and to be made and enacted by ASBOA
- c. I agree that if registered as a certified member that I will comply with the continuing education requirements for annual renewal as set out in the Regulation and Association guidelines, and
- d. On approval of this application, I agree to maintain custody of the membership certificate issued to me and will promptly return it in the event that my registration is suspended or cancelled and
- e. I consent and shall be deemed to have consented to any notification, publication or release of information in accordance with the Act, Regulation, By-laws and ASBOA privacy policy.

I authorize the Registration Committee to obtain such information concerning my education, training, experience and membership status as may be required to determine my eligibility for certification in ASBOA. I understand that the Registration committee may request additional information from me.

### Application Fee

There is an application fee of \$150.00 +GST. The application fee is payable on submission of the completed application.

### Application Submission

The online application form can be located on the individual member dashboard. Please ensure that all supporting documentation is in a PDF format for ease of uploading during the application process. Incomplete applications or a failure to pay the application fee may result in the form being returned to the applicant for follow up and may delay a timely decision by the Registration Committee.