
The Pennsylvania Association of School Business Officials

Pennsylvania Certified School Payroll Professional
(PCSPP) Program Guide



Pennsylvania Association of School Business Officials
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REQUIREMENTS FOR INITIAL PA CERTIFIED SCHOOL PAYROLL PROFESSIONAL

All applicants for initial certification shall meet all of the following requirements:

- Completed application
- Current “Active” PASBO membership
- Three years of previous employment in school business operations in a public school system or comparable educational institution
- Education credentials in any one of the following forms
 - Associate degree or higher from an accredited institution **OR**
 - Ten years’ experience in a school payroll department plus any two of the four designated courses at Wilkes University (*see page 3 for more information*)
- Forty-two (42) continuing education units (CEUs) in PASBO professional development programs within **four** years of the application date. Credits earned must be a combination of the **core** requirement (20 CEUs) and the **elective** requirement (22 CEUs). Details follow.

CORE REQUIREMENT (20 CEUs)

The applicant shall complete the following five (5) PASBO workshops to satisfy the core requirement.

- Elements of Payroll Administration (4 CEUs)
- Elements of School Law and Organization (4 CEUs)
- Elements of Governmental Fund Accounting (4 CEUs)
- Elements of Leadership, Management, and Supervision (4 CEUs)
 - *Wilkes SBL 510 – Leadership for School Business is a valid substitute**
- Elements of Human Resources (4 CEUs)
 - *Wilkes SBL 505 – Human Resources in Education is a valid substitute**

**Wilkes Master of School Business Leadership courses that correspond with core courses may be used as alternate core courses with a grade of C or better, or Pass if audited course. The 4-year period to obtain these CEUs is waived and a transcript is required.*

ELECTIVE REQUIREMENT (22 CEUs)

Applicant shall complete additional CEUs to satisfy the elective requirement.

- PASBO [workshops](#), with “CPS” after the title, will earn two (2) CEUs each
- Purchase and successful viewing of PASBO webcast [recordings](#), with “CPS” after the title, will earn two (2) CEUs each
- Attendance at selected seminars at the PASBO Annual Conference will earn one (1) CEU each
- A maximum of 12 CEUs may be earned through the following leadership positions
 - PASBO and ASBO Board of Directors may use six (6) CEUs for each year served
 - PASBO regional chapters officers may use four (4) CEUs for each year served
 - PASBO and ASBO committee members may use three (3) CEUs and committee chairs and vice chairs may use four (4) CEUs for each year served

WILKES UNIVERSITY

Further information about the four designated Wilkes University courses can be obtained by emailing Karena Zulkowski (karena.zulkowski@wilkes.edu), Program Operations Director in the School of Education. Courses must be passed with a grade of C or better, or Pass if audited. A transcript is required. The four eligible courses for this certification are:

- **ED 398 – Analyzing and Presenting School Business Data**

This course introduces the student to the art and science of collecting, assembling, and organizing data related to school business operations and using it to persuade, plan, and inform. Topics include numerical and graphic summaries, forecasting techniques, underlying mathematical formulae, and data usage in report writing that is customized for target audiences including strategic planners, staff, public, and legislatures.

- **ED 398 – Optimizing School Support Operations**

The term “school district operations” can be specifically defined to include accounting, reporting, payroll, transportation, risk management, facilities, food service, technology, etc. Or it can be defined more generically as any function not directly associated with delivery of instruction. Knowledge and awareness of areas related to school district operations begins with an understanding of the range of services encompassed in “support functions” and how they are organized. This course provides an introduction to the role of the school business official in optimizing school district operations.

- **ED 398 – Strategic Decision Making for School Business**

This is a capstone course, which explores ways a leader can effectively integrate school business and support operations into a district wide-strategic plan. You will work from the practical perspective as a member of a management and leadership team. The course will culminate with a practical project under the supervision of the Instructor and a workplace mentor. Supporting activities and study include school business leadership, group decision-making, changing organizational culture, and school business ethics. Course design involves a significant experiential component.

- **ED 398 – Information Technology for Schools**

School business officials must understand the importance of long-range financial planning for providing technology in schools. This course covers the basics of planning for technology, as well as a wide variety of issues associated with information technology operations in all areas of school operations.

REQUIREMENTS FOR RENEWAL PA CERTIFIED SCHOOL PAYROLL PROFESSIONAL

Each certification shall be valid for a period of four years from the date granted. All applicants for renewal certification shall meet the following requirements:

- Completed application
- Current “Active” PASBO membership held since last certification date
- Forty-two (42) elective CEUs in PASBO professional development workshops during the previous four-year period. Details follow.

ELECTIVE REQUIREMENT (42 CEUs)

Applicant shall complete additional CEUs to satisfy the elective requirement.

- PASBO [workshops](#) will earn two (2) CEUs each
- Purchase and successful viewing of PASBO webcast [recordings](#) will earn two (2) CEUs each
- Attendance at selected seminars at the PASBO Annual Conference will earn one (1) CEU each
- A maximum of 12 CEUs may be earned through the following leadership positions:
 - PASBO and ASBO Board of Directors may use six (6) CEUs for each year served
 - PASBO regional chapters officers may use four (4) CEUs for each year served
 - PASBO and ASBO committee members may use three (3) CEUs and committee chairs and vice chairs may use four (4) CEUs for each year served

QUESTIONS?

- Contact Dr. Wayne McCullough, PCSBA, Executive Director (wmccullough@pasbo.org) or Stephanie Stehman, Operations Coordinator (sstehman@pasbo.org) by email or phone at (717) 540-9551.
- Go to <https://www.pasbo.org/profcert> to access the application and other important information regarding this certification program.
- Join our PASBOLink community called [Pennsylvania Certified School Payroll Managers](#). Your PASBO login is required.