
The Pennsylvania Association of School Business Officials

Pennsylvania Certified School Transportation
Professional (PCSTP) Program Guide



Pennsylvania Association of School Business Officials
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REQUIREMENTS FOR INITIAL CERTIFICATION

Each certification will be valid for a period of four years from the date granted. 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 three following forms
 - Bachelor's degree or greater from an accredited institution of higher learning
 - Associate's degree plus four designated courses at Wilkes University (*see page 3 for more information*)
 - Ten years' experience in a school transportation department plus any two of the four designated courses at Wilkes University (*see page 2 for more information*)
- Forty-eight (48) 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 (24 CEUs) and the **elective** requirement (24 CEUs). Details follow.

CORE REQUIREMENT (24 CEUs)

The applicant shall complete the following six (6) PASBO workshops to satisfy the core requirement.

- Elements of Budgeting and Planning (4 CEUs)
 - **OR** Wilkes SBL 504: Financial Planning & Management for School Business*
- Elements of Human Resources (4 CEUs)
 - **OR** Wilkes SBL 505: Human Resources in Education*
- Elements of Purchasing (4 CEUs)
 - **OR** Wilkes SBL 506: Materials Management in Schools*
- Elements of Transportation (4 CEUs)
 - **OR** Wilkes SBL 508: Student Transportation*
- Elements of Leadership, Management & Supervision (4 CEUs)
 - **OR** Wilkes SBL 510: Leadership for School Business*
- School Bus Safety and Operations (4 CEUs)

**[Wilkes University Master of School Business Leadership \(SBL\)](#) courses, that correspond with core courses, may be used as an alternate core course with a grade of C or better, or Pass if audited. The 4-year period to obtain these CEUs is waived and a transcript is required with your application.*

ELECTIVE REQUIREMENT (24 CEUs)

The applicant shall obtain additional CEUs from the following list to satisfy the elective requirement. **All items must be marked as specifically eligible for this transportation certification in order to receive CEU credit. This information can be found within the event description.**

- PASBO webcast (2 CEUs)
- Purchase and successful viewing of a PASBO webcast [recording](#) (2 CEUs)
- PASBO Annual Conference seminar (1 CEU each)

- PASBO Facilities, Transportation and Safety Conference seminar (1 CEU each)
- Risk Management workshop (4 CEUs)
- The Award of Excellence in School Transportation (4 CEUs)
- A maximum of 12 CEUs may be earned through the following leadership positions:
 - PASBO and ASBO Board of Directors (6 CEUs/year)
 - PASBO and ASBO committee chairs and vice chairs (4 CEUs/year)
 - PASBO and ASBO committee members (3 CEUs/year)
 - PASBO regional chapters officers (4 CEUs/year)

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 CERTIFICATION

Each certification will 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-eight (48) elective CEUs in PASBO professional development workshops during the previous four-year period. Details follow.

ELECTIVE REQUIREMENT (48 CEUs)

Applicant shall complete additional CEUs to satisfy the elective requirement.

- PASBO webcast (2 CEUs)
- Purchase and successful viewing of a PASBO webcast [recording](#) (2 CEUs)
- PASBO Annual Conference seminar (1 CEU each)
- PASBO Facilities, Transportation and Safety Conference seminar (1 CEU each)
- Risk Management workshop (4 CEUs)
- The Award of Excellence in School Transportation (4 CEUs)
- A maximum of 12 CEUs may be earned through the following leadership positions:
 - PASBO and ASBO Board of Directors (6 CEUs/year)
 - PASBO and ASBO committee chairs and vice chairs (4 CEUs/year)
 - PASBO and ASBO committee members (3 CEUs/year)
 - PASBO regional chapters officers (4 CEUs/year)

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.