

PASBO PROFESSIONAL REGISTRATION

Frequently Asked Questions (FAQs)

Q) How will professional registration benefit me?

A) Professional Registration is one tool to assist you in building your career in school business. This credential enables you to demonstrate your commitment to ongoing professional development, increase your credibility on your school district's leadership team, and enhance your ability to survive and compete in the job market.

Q) Is the registration process difficult?

A) The application form is available as an online form that you can type into and print. You will need to provide a listing of your CEU activities. In addition, you will need to provide documentation of degrees, your job description, an organization chart, and a list of additional CEUs not included on the website.

Q) Isn't the Professional Registration Program for Business Managers only?

A) No! Members in all school operations functional areas are registered. The three levels of registration (PRSBA, PRSBO, PRSBS) provide the opportunity for every PASBO member to earn this credential whether they supervise only 1 area of school business or oversee 6 or more areas.

Q) Is it possible to obtain the PRSBA designation even though I am not a Business Manager?

A) Certificates of Enhanced Qualifications (CEQs) provide an alternative path for a non-Business Manager to earn the highest level of PRSBA. Each CEQ completed will count as one Area of Specialization in determining the level of designation for which the applicant qualifies. Recognition of CEQs as an alternate applies to registered members who desire to move to a higher level of designation.

Q) How do I determine what Areas of Specialization I can count?

A) The 25 Areas of Specializations are listed in the Professional Registration Guide. In order to claim an area of specialization, an applicant must manage, supervise or perform three or more identified within the specific area in such a way as to encompass all aspects of the task for the entire school entity. Individuals with PRSBS may claim secondary or departmental responsibilities to move up to PRSBO when they renew.

Q) Must I have a Bachelors or Masters Degree to qualify for Professional Registration?

A) For Initial applications, PRSBA requires a Masters or a combination of a Bachelors plus school business experience. A PRSBO requires a Bachelors or combination of an Associate plus school business experience. A college degree is not required for initial PRSBS. At time of renewal, school business experience can be used as an alternative to the a formal education requirement when the member wishes to move up to a higher level.

Q) What is the difference between a CEU and a CEQ?

A) CEU stands for "continuing education unit." These are the credits that must be earned in order to apply for Professional Registration and to renew at the end of the 4-year registration period. CEUs can be earned through conference, workshop and college course participation; attendance at chapter meetings; publishing articles; and service in leadership positions. Details are available in the Professional Registration Guide.

CEQ stands for "Certificate of Enhanced Qualifications," a certificate program available through a PASBO /Wilkes University partnership. All courses completed towards a CEQ will earn CEUs for Professional Registration.

Q) What is the difference between a Certificate of Enhanced Qualification (CEQ) and Professional Registration?

A) CEQ is “certificate” program based on a course of instruction with intended learning outcomes. A CEQ evaluates participants’ achievement of the outcomes via some type of course assessment. This program awards a certificate ONLY to those who have completed that specific course of instruction and the certificate does not expire.

The Professional Registration program is “certification” program that delivers a practice-based assessment based on industry knowledge/experience, job analysis and education. Registration is a time-limited credential awarded to anyone who meets the assessment standards and has ongoing requirements in order to maintain.

Here are some additional comparisons between Certificate and a Certification programs:

Certificate	Certification/Registration
Results from an educational process.	Results from an assessment process.
For both newcomers and experienced professionals alike.	Typically requires some amount of professional experience
Course content set and assessed in a variety of ways	Standards set through a defensible, industry-wide process (job analysis/role delineation) that results in an outline of required knowledge and skills.
Usually listed on a resume detailing education; may issue a document to hang on the wall.	Typically results in a designation to use after one's name (CPA, PRSBA), may result in a document to hang or keep in a wallet.
Is the end result; demonstrates knowledge of course content at the end of a set period in time.	Has ongoing requirements in order to maintain; holder must demonstrate he/she continues to meet requirements. C.E.U.'s are continuing education units.

Q) If at my normal 4-year renewal deadline I want to apply to move up one level, is this an Initial or a Renewal application?

A) If your request to move up a level aligns with your normal renewal deadline, this is considered a Renewal Application.

Q) If I apply for the highest designation for which I qualify and I am awarded professional registration at a lower level, must I wait the four years until I am eligible to apply for a higher level?

A) Assuming you meet all the additional requirements necessary for the higher level, you can reapply at any time. If this is prior to the end of your 4-year certification period, it will be processed as a new application and your 4-year certification period will start afresh.

Q) Can I retain my registration status if I change positions and have fewer areas of specialization to claim?

A) If a registered member changes positions resulting in fewer Areas of Specialization, the individual can retain the higher designation and claim Areas of Specialization based upon experience in a previous school entity (assuming all other requirements for that level are met.)