
The Pennsylvania Association of School Business Officials

Pennsylvania Certified School Payroll Manager (PCSPM) Program Guide



Pennsylvania Association of School Business Officials
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REQUIREMENTS FOR INITIAL PAYROLL MANAGER CERTIFICATION

All applicants for initial certification under the PASBO Payroll Manager Certification Program shall meet each of the following requirements:

- Current “Active” or “Life” PASBO membership
- Two years of payroll-related employment in a public school system
- Education Credentials in any **one** of the following forms
 - Associate’s Degree from an accredited institution of higher learning (or)
 - Successful completion of the four courses in the Wilkes University School Business Concentration (SBC) program (or)
 - Five years of experience in a school payroll department plus any **two** courses in the Wilkes University School Business Concentration (SBC) program.

Information about the Wilkes University School Business Concentration (SBC) program can be found by word searching “School Business Concentration – Wilkes University.” The four eligible courses for this certification can be found under “Course of Study”, then “School Business Official Certificate Courses”. They are:

- ABBA 398 Information Technology for Schools
- ABBA 398 Analyze/Present School Business Data/Statistics
- ABBA 398 Optimizing School Support Operations
- ABBA 398 Strategic Decision Making for School Business
- Completed application, with signed statement from applicant and the qualifying employer’s chief school administrator, confirming relevant employment history
- Thirty-two (36) completed CEUs in PASBO professional development programs within three years of the application date. Credits earned must be a combination of the core requirement (20 CEUs) and the elective requirement (16 CEUs). Details follow.

CORE REQUIREMENT (20 CEUs)

The applicant shall complete the following five (5) PASBO workshops (4 CEUs each) to satisfy the core requirement of 20 CEUs. Credit for these workshops requires completion of a non-graded (on-line) assessment, which must be completed three years prior to the application date.

- *The Elements of Governmental Fund Accounting*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *The Elements of Human Resources*: Currently in place as a workshop offering and also available on-line (4 CEUs)

- *The Elements of Payroll Administration*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *The Elements of Leadership, Management, and Supervision*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *The Elements of School Law and Organization*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *Wilkes SBL 505 – Human Resources in Education* is a substitute for *Elements of Human Resources*. Information about the Wilkes SBL program can be found by word-searching “School Business Leadership Program Wilkes University.”

“Grandfather” provision: If credit is claimed for a course taken during the three-year period prior to the Certified Payroll Manager certification program announcement, the applicant must also complete and submit the core course (on-line) non-graded assessment. The on-line assessment requirement does not apply to Wilkes SBL 505.

ELECTIVE REQUIREMENT (16 CEUs)

Applicant shall complete additional PASBO workshops, webcast recordings, and/or conference seminars to satisfy the elective requirement of 16 CEUs.

- A current list of upcoming PASBO workshops can be found on our website. Go to <https://www.pasbo.org/workshops> and look for workshops with “CPS” after the title. Successful completion or presentation of one of these workshops will earn two (2) CEUs.
- PASBO has an inventory of webcast recordings that address specialized and advanced topics. The purchase and successful viewing of one recording, with “CPS” after the title, will earn two (2) CEUs. Go to https://www.pasbo.org/store_home.asp for the full listing.
- Completion of SBL 505 (*Human Resources in Education*) offered in the Wilkes University School Business Leadership Program (8 CEUs). Note: SBL 505 can be used to meet both the Core and Elective requirement. This is the only allowable “double-counting” treatment.

REQUIREMENTS FOR RENEWING PAYROLL MANAGER CERTIFICATION

Each certification shall be valid for a period of four years from the date granted. All applicants for renewal certification under the PASBO Payroll Manager Certification Program shall meet the following requirements:

- Current “Active” or “Life” PASBO membership since their last certification date.
- Completed application, with signed statement from the applicant and the qualifying employer’s chief school administrator, confirming relevant employment history
- Completed 32 elective CEUs in PASBO professional development workshops during the previous four-year period. These CEUs will be earned in pre-designated workshops. Please see “Elective Requirement” below.

ELECTIVE REQUIREMENT

Applicant shall complete PASBO workshops, webcast recordings, and/or conference seminars to satisfy the elective requirement of 32 CEUs.

- A current list of upcoming PASBO workshops can be found on our website. Go to <https://www.pasbo.org/workshops> and look for workshops with CPS after the title. Successful completion or presentation of one of these workshops will earn two (2) CEUs.
- PASBO has an inventory of webcast recordings that address specialized and advanced topics. The purchase and successful viewing of one recording, with CPS after the title, will earn two (2) CEUs. Go to https://www.pasbo.org/store_home.asp for the full listing.
- Completion of SBL 505 (*Human Resources in Education*) offered in the Wilkes University School Business Leadership Program. (8 CEUs).

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.