

## SCHOOL BUSINESS OFFICIAL PERMIT

<b><i>Name of Certificate</i></b>	Certificate will be referred to as an Educator Certificate.
<b><i>Certificate Type</i></b>	Educator Permit - A type of certificate for individuals who qualify to teach in specific fields, have specific leadership roles, or assist teachers with classroom support.
<b><i>Preparation Type</i></b>	<ul style="list-style-type: none"> <li>• School Business Official Educator Permit</li> </ul>
<b><i>Duration and Expiration of Certificate</i></b>	<ul style="list-style-type: none"> <li>• Five-year Certificate</li> <li>• Certificates expire June 30th</li> </ul>
<b><i>Fees</i></b>	<ul style="list-style-type: none"> <li>• \$25 Initial Educator Certificate</li> <li>• \$25 5-year Renewal</li> </ul>
<b><i>Requirements</i></b>	<ul style="list-style-type: none"> <li>• Issued to an applicant who has a bachelor's degree or higher from an institution of education; and</li> <li>• Has two years of experience as a school business official or a minimum of two semesters hours in each of the following areas of undergraduate or graduate level coursework including: accounting, school finance, school law, and school business administration.</li> </ul>
<b><i>Authorization</i></b>	<ul style="list-style-type: none"> <li>• Issued to individuals responsible for the financial requirements of school districts.</li> </ul>
<b><i>Renewal Requirements</i></b>	<ul style="list-style-type: none"> <li>• Requires a minimum of 3 continuing education credits which is equal to 45 clock hours of training to renew this certificate; and</li> <li>• One hour of Suicide Awareness and Prevention Training is required by state statute.</li> </ul>

# SCHOOL BUSINESS OFFICIAL EDUCATOR PERMIT ENDORSEMENT

## Experience Requirements:

Two years of experience as a school business official in a public or Department-accredited school

## Degree Requirement:

Bachelor's degree or higher

## Coursework Requirements:

Minimum of two semester hours of undergraduate or graduate level coursework in the following:

- Accounting
- Finance
- Business Law
- Business Administration

## State-Designated Test Requirements:

Test #	Test Name	Cut Score	Effective Date
NA	NA		

## Requirements to Add School Business Official Educator Permit:

Preparation	Degree		Experience		Coursework
School Business Official	X	AND	X	OR	X

## Assignment Codes:

Code	Assignment Description
40301	Business Managers/CFO