

## MeASBO Voluntary Certification Process and Portfolio

In order to become certified under the MeASBO voluntary certification program, a member is required to demonstrate proficiency in certain areas through education and life experiences. In order to do this, a member will need to put together a binder or electronic folder that shows how the candidate has met each certification module.

**It is up to each person submitting work for certification to define what category the work fits in and how many contact hours it is worth. It is also up to the candidate to submit the work in an orderly fashion.**

The following is the model the certification committee prefers when submitting certification documentation. First, think of the process as similar to budget building. Put the certification documentation together in sections that build upon each other.

We will be using the School Business Official III track as an example.

There are 19 certification modules above a Bachelor's Degree that the applicant needs to prove proficiency in under the School Business Official III track.

To start, organize your information in the following manner. It can be in a notebook/binder or an electronic folder:

- Cover letter
  - Completed application
  - Organizational chart
  - Job Description
  - BA Degree and transcript
  - Other course work
  - 19 tabs for each certification module
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- Take the list of certification modules and separate into the 19 tabs
  - create an index for each tab as you complete it listing the course work you are using to support your completion of this area
  - Dig up all the old certificates or workshop hand-outs you can find
  - Insert each into the appropriate module
  - For conferences with multiple workshops please include the conference program with the workshops you attended highlighted or circled

A description of the certification modules is available from the *MeASBO* website at <https://measbo.memberclicks.net/> under Certification.

Please include certificates from workshops or the actual workshop presentation handouts if you don't have a certificate. If you don't have a course or workshop to support your proficiency in a particular module we require that you prepare a write-up. It is recommended that you include examples of things you have done such as creating a job description for a position or a Finance Committee financial summary in your write-ups.

A portfolio is defined as a selection of representative works.