

SCHOOL BUSINESS ADMINISTRATOR CERTIFICATE Pre-Kindergarten - Grade 12

The School Business Administrator Certificate is valid for assignment as a School Business Administrator in grades PK - 12 in Rhode Island public schools.

Certification Requirements for full Rhode Island Certification¹

To be issued a certificate in School Business Administrator an applicant must satisfy all of the following:

- Bachelor's degree from a regionally accredited institution
- Completion of an approved program for the preparation of School Business Administrator
- Demonstration of meeting the Professional Competencies of the Rhode Island Standards for Educational Leadership (RISEL)
- Demonstration of meeting the Content Competencies as prescribed by the Association of School Business Officials International (ASBO)
- Other requirements:
 - 3 years of professional experience in financial management or school business operations.

Assessment Requirements

All applicants must meet the following Rhode Island assessment requirements:

- Applicants prepared in a program where the language of instruction was not English must achieve a passing score of 64 on the Versant Pro Speaking and Writing assessments.

Current Routes to Certification

Certification may be attained through the following routes:

- Reciprocity
- Transcript Analysis

Reciprocity Requirements

Reciprocity is recognition of preparation or certification in another state as comparable to Rhode Island. Applicants seeking certification through reciprocity must demonstrate that they meet all Rhode Island certification assessment requirements, hold the additional required certificate and meet all experience requirements when applicable. Applicants can attain certification by completing a state approved program for Educator Certification in a state other than Rhode Island within the last 5 years OR by demonstrating that they hold a currently valid full certificate in another state.

¹ Full Certification in Rhode Island means a multi-year certificate that demonstrates the educator has met all Rhode Island requirements for certification in the three-tier certification system (Initial, Professional, or Advanced certification). Full Certification does not include Preliminary Certifications which require educators to meet additional requirements to attain full certifications. Full certifications in Rhode Island are comparable to National Association of State Directors of Teacher Education and Certification (NASDTEC) stage three or higher certificates and are recognized by other states for certificate reciprocity.

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Transcript Analysis Requirements

Applicants who have not completed an approved program or do not meet reciprocity requirements can be certified by Transcript Analysis until December 31, 2014. Beginning January 1, 2015 a Credential Review process will replace transcript analysis in areas for which there are no Rhode Island approved preparation programs.

- Applicants who have not completed an approved program can be certified by transcript analysis by presenting evidence of the following:
 - Bachelor's or Advanced degree in Business Administration from an accredited or approved institution
 - OR
 - Bachelor's degree in another area with a minimum of 24 semester hours of coursework in each of the following areas:
 - 9 credits in Accounting
 - 3 credits in Finance
 - 3 credits in Management
 - 9 credits in at least 2 of the following areas: Marketing, Law, Human Resources, School Finance, School Plant Planning, or Information Systems
 - 3 years of documented professional experience in financial management or in school business operations