
The Pennsylvania Association of School Business Officials

Pennsylvania Certified School Payroll Professional
(PCSPP) Program Guide



Pennsylvania Association of School Business Officials
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REQUIREMENTS FOR INITIAL CERTIFICATION

Each certification will be valid for a period of four years from the date granted. All applicants for initial certification shall meet all of the following requirements:

- Completed application
- Current Active or Life PASBO membership
- Three years of previous employment in school business operations in a public school system or comparable educational institution
- Education credentials in **one** of the following forms
 - Associate degree or greater from an accredited institution of higher learning
 - Ten years' experience in a school payroll department
- Forty-two (42) continuing education units (CEUs) in PASBO professional development programs within **four** years of the application date. Credits earned must be a combination of the **core** requirement (20 CEUs) and the **elective** requirement (22 CEUs). Details follow.

CORE REQUIREMENT (20 CEUs)

The applicant shall complete the following five (5) PASBO workshops to satisfy the core requirement.

- Elements of Payroll Administration (4 CEUs)
- Elements of School Law and Organization (4 CEUs)
- Elements of Governmental Fund Accounting (4 CEUs)
- Elements of Human Resources (4 CEUs)
 - **OR** Wilkes SBL 505: Human Resources in Education*
- Elements of Leadership, Management & Supervision (4 CEUs)
 - **OR** Wilkes SBL 510: Leadership for School Business*

**[Wilkes University Master of School Business Leadership \(SBL\)](#) courses, that correspond with core courses, may be used as an alternate core course with a grade of C or better, or Pass if audited. The 4-year period to obtain these CEUs is waived and a transcript is required with your application.*

ELECTIVE REQUIREMENT (22 CEUs)

The applicant shall obtain additional CEUs from the following list to satisfy the elective requirement. To determine what workshops are eligible for this certification, search for those with an Asterisk (*) at the end of the title. Click on the title and view the eligible certification types at the bottom of the description.

- PASBO webcast (2 CEUs)
- PASBO online and in-person workshops (CEUs vary)
- Purchase and successful viewing of a PASBO [webcast recording](#) (2 CEUs)
- PASBO Annual Conference seminar (1 CEU each)
- A maximum of 12 CEUs may be earned through the following leadership positions:
 - PASBO and ASBO Board of Directors (6 CEUs/year)
 - PASBO and ASBO committee chairs and vice chairs (4 CEUs/year)
 - PASBO and ASBO committee members (3 CEUs/year)
 - PASBO regional chapters officers (4 CEUs/year)

REQUIREMENTS FOR RENEWAL CERTIFICATION

Each certification will be valid for a period of four years from the date granted. All applicants for renewal certification shall meet the following requirements:

- Completed application
- Current Active or Life membership held since last certification date
- Forty-two (42) elective CEUs in PASBO professional development workshops during the previous four-year period. Details follow.

ELECTIVE REQUIREMENT (42 CEUs)

The applicant shall obtain CEUs from the following list to satisfy the elective requirement. To determine what workshops are eligible for this certification, search for those with an Asterix (*) at the end of the title. Click on the title and view the eligible certification types at the bottom of the description.

- PASBO webcast (2 CEUs)
- PASBO online and in-person workshops (CEUs vary)
- Purchase and successful viewing of a PASBO [webcast recording](#) (2 CEUs)
- PASBO Annual Conference seminar (1 CEU each)
- A maximum of 12 CEUs may be earned through the following leadership positions:
 - PASBO and ASBO Board of Directors (6 CEUs/year)
 - PASBO and ASBO committee chairs and vice chairs (4 CEUs/year)
 - PASBO and ASBO committee members (3 CEUs/year)
 - PASBO regional chapters officers (4 CEUs/year)

QUESTIONS?

- Contact Stephanie Stehman at sstehman@pasbo.org or (717) 540-9551 ext. 250.
- Go to the PASBO [Professional Certification](#) page to access the application and other important information regarding this program.
- Join our PASBOLink community called [Pennsylvania Certified School Payroll Professional](#). Your PASBO login is required.