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# The Pennsylvania Association of School Business Officials

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Pennsylvania Certified School Transportation  
Professional (PCSTP) Program Guide



Pennsylvania Association of School Business Officials  
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[www.pasbo.org](http://www.pasbo.org)  
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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 leading a school transportation department
- Forty-eight (48) 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 (24 CEUs) and the **elective** requirement (24 CEUs). Details follow.

### CORE REQUIREMENT (24 CEUs)

The applicant shall complete the following six (6) PASBO workshops to satisfy the core requirement.

- Elements of Budgeting and Planning (4 CEUs)
  - **OR** Wilkes SBL 504: Financial Planning & Management for School Business\*
- Elements of Human Resources (4 CEUs)
  - **OR** Wilkes SBL 505: Human Resources in Education\*
- Elements of Purchasing (4 CEUs)
  - **OR** Wilkes SBL 506: Materials Management in Schools\*
- Elements of Transportation (4 CEUs)
  - **OR** Wilkes SBL 508: Student Transportation\*
- Elements of Leadership, Management & Supervision (4 CEUs)
  - **OR** Wilkes SBL 510: Leadership for School Business\*
- School Bus Safety and Operations (4 CEUs)

*\*[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 (24 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, view the workshop descriptions listed on our website under the Education tab, then Upcoming Professional Education Opportunities.

- 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)

- PASBO Facilities, Transportation and Safety Conference seminar (1 CEU each)
- The Award of Excellence in School Transportation (4 CEUs)
- 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-eight (48) elective CEUs in PASBO professional development workshops during the previous four-year period. Details follow.

### **ELECTIVE REQUIREMENT (48 CEUs)**

The applicant shall obtain CEUs from the following list to satisfy the elective requirement. To determine what workshops are eligible for this certification, view the workshop descriptions listed on our website under the Education tab, then Upcoming Professional Education Opportunities.

- PASBO webcast (2 CEUs)
- Purchase and successful viewing of a PASBO webcast recording (2 CEUs)
- PASBO Annual Conference seminar (1 CEU each)
- PASBO Facilities, Transportation and Safety Conference seminar (1 CEU each)
- The Award of Excellence in School Transportation (4 CEUs)
- 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](mailto: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 Transportation Professional](#). Your PASBO login is required.