

# FREQUENTLY ASKED QUESTIONS

## **What is a Certificate of Enhanced Qualification (CEQ)?**

A Certificate of Enhanced Qualifications is a credential that is given to people who satisfy a set of educational requirements. The Certificate of Enhanced Qualifications is a blended program that is both education-based and performance-based. It recognizes professionals who have demonstrated knowledge and proficiency in a specialized area of school business management.

## **How might a Certificate of Enhanced Qualifications benefit you?**

A certificate says you are a member of a profession and shows that you have demonstrated knowledge and proficiency in a specialized school business area. The certificate can set you apart from others who have not engaged in the same degree of advanced study and assessment. Once a certificate is earned, you will receive a display ready plaque and your name will be listed on a registry that is available on the PASBO web site. The CEQ is an indication that you have met the education and performance standards as evidenced by your work in required courses and is neither an endorsement of you for future work nor a guarantee of future performance.

## **What are the requirements to earn a CEQ?**

The requirements for each of the ten CEQ areas include the completion of three Elements or Applications courses prescribed for the specific CEQ, completion of an advanced course offered by Wilkes University, and submission of an application form and fee to the PASBO office.

## **What is not required?**

Membership in PASBO is not required for certification. However, if you are a PASBO member when you submit your application, you may apply at the member rate.

## **I don't have a college degree. Do I have the skills necessary to handle the course work?**

Yes! Courses are designed to build on one another. The three required Elements or Applications courses provide the foundation for the advanced course and are taught by school business officials who compliment the course content with real-life experience. The advanced level courses through Wilkes University can be taken for Continuing Education by individuals who do not hold a bachelor's degree and are taught by practitioners and college professors. The small classes and hands-on training are designed for practical, not theoretical, knowledge that is attuned to your specific needs.

## **I have a college degree. Why should I consider the CEQ Program?**

A Certificate of Enhanced Qualifications can help you advance your career by adding skills and knowledge to your present experience. Specialized training can help you adapt to changing environments, give you an additional credential and contribute to your continued success. It can also help you advance in the PASBO Professional Registration program. You also have the option to apply advanced courses toward a Wilkes University Master's Degree.

## **What types of credits can I earn while pursuing a Certificate of Enhanced Qualifications?**

All Elements and Applications courses will provide PASBO Professional Registration CEU in addition to Act 48 and CPE credit. The Wilkes University courses can be taken either for graduate credit (degree or non-degree) or college level CEU. Wilkes University courses will also provide Act 48 credit and will count toward PASBO Professional Registration CEU.

## **Why is PASBO working with Wilkes University?**

The Wilkes University partnership enables PASBO to complement the existing professional development program with the addition of graduate level credit and elevates the status of the school business official with the creation of a new Master's Degree in school business leadership. Wilkes University was chosen for the partnership following an extensive RFP process. Wilkes courses are offered online and provide for flexible scheduling.

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## **How long does it take to complete a certificate program?**

The maximum time permitted for an individual to complete all CEQ requirements is five years. All Elements courses will be offered at least once a year on a rotating basis across the state. Applications courses will be offered on a rotating basis. At minimum, Wilkes University courses will be offered at least once every two years.

## **How much does it cost?**

The cost of each CEQ includes the normal tuition required to participate in each course. For PASBO Elements course fees and schedule, visit <http://www.pasbo.org/workshopseries.asp>. Wilkes tuition is very competitive and is based on that of the state system of higher education. For information, visit <http://www.pasbo.org/wilkesprogram.asp>. In addition to course fees, a CEQ member application fee of \$50 for the first CEQ and \$20 for additional CEQs is required once you have completed all courses and submitted your CEQ transmittal application. Higher fees apply for non-members.

## **What are the ten Certificate of Enhanced Qualification areas?**

The ten CEQ areas correspond to the standards of proficiency adopted by the Association of School Business Officials International (ASBO). These standards were adapted for application to Pennsylvania by PASBO's Education and Research Committees. The ten areas are:

- ◆ Budgeting & Management
- ◆ Facility Management
- ◆ Financial Operations
- ◆ Food Service
- ◆ Human Resources
- ◆ Information Technology
- ◆ School Leadership
- ◆ Materials Management
- ◆ School & Community Relations
- ◆ Transportation

## **How is my performance proficiency assessed?**

Performance assessment will be completed as part of the Wilkes University advanced courses. All students, whether taking the course for graduate or college CEU credit, will be required to complete projects or assessment tools demonstrating their ability to apply course knowledge in a real-life setting.

## **What do I get once I complete a CEQ?**

Once you achieve the certification:

- ◆ You receive a CEQ plaque ready for display.
- ◆ Your name will be listed on a registry that is available on the PASBO web site and published in the monthly newsletter *PASBO Report*.
- ◆ You may use the credential to distinguish yourself in the marketplace.

## **How can Local Education Agencies benefit from the CEQ program?**

LEAs should consider using Certificates of Enhanced Qualifications as part of their criteria for selection and development of their business staff. In addition, this individual credential can enhance credibility, respect and confidence from both internal and external stakeholders.

## **How do I get more information?**

Visit the PASBO web site at [www.pasbo.org](http://www.pasbo.org) for more information on the CEQ program and a contact for requesting information on the Wilkes University program. You can also call the PASBO office at 717-540-9551.