

RHODE ISLAND

SCHOOL BUSINESS ADMINISTRATOR

The School Business Administrator certificate is valid for service as an administrator of business and finance and in the public schools as established under rules and regulations of the State Board of Regents.

I. Certificate of Eligibility for Employment (CEE) – valid for three (3) years

The initial certificate in Rhode Island for all areas of certification is a CEE. The CEE is used to seek regular employment in the schools of Rhode Island for the field identified on the CEE. The CEE is also valid for service as a substitute teacher. If regular employment is not secured in the three (3) year period, the CEE can be renewed every three (3) years (SEE NOTE ONE) until regular employment is secured. To be issued a CEE as a school business administrator an individual needs to satisfy all of the following:

- A bachelor degree or an advanced degree in business administration from an accredited or approved institution as defined in these regulations or a bachelor degree in another area with a minimum of 24 credits in business to include at least 9 credits in accounting, 3 credits in finance, 3 credits in management and 9 credits in at least two of the following areas: marketing, law, human resources, school finance, school plant planning or information systems.
- Three (3) years of documented professional experience in financial management or in school business operations.

II. PROFESSIONAL CERTIFICATE – valid for five (5) years

- The professional certificate is issued to individuals who secure regular employment in the schools of Rhode Island. Upon securing regular employment in Rhode Island, the CEE is used to request a five (5) year professional certificate. When applying for a five (5) year professional certificate the applicant must submit the CEE along with documentation from the employing authority that regular employment has been secured in the certification area of the CEE. Upon securing regular employment, the educator must write and get approved a five (5) year Individual Professional Development Plan (I-Plan).
- The professional certificate may be renewed every five (5) years upon the successful completion of an (I-Plan) that has been approved by the I-Plan Review Panel. Individuals who have not served as a school business administrator in Rhode Island for the five (5) year period are entitled to an

extension to the professional certificate (SEE NOTE TWO) at the end of each five (5) year period without the completion of an I-Plan.

NOTE ONE (1): Individuals who do not renew their CEE within six (6) months from the date of expiration may be required to complete additional requirements under new regulations to re-instate the expired certificate.

NOTE TWO (2): The five (5) year professional certificate requires the successful completion of an I-Plan every five years for renewal for individuals who have been in regular employment for the five-year term of the certificate. To be entitled to an extension of the professional certificate without the completion of an I-Plan, educators must document their employment history during the previous five (5) years. Educators holding regular employment who serve for less than 135 days during any school year are entitled to a one (1) year extension of the professional certificate for each year of service less than 135 days to complete their I-Plan. Educators who leave regular employment during the term of the professional certificate are also entitled to an extension of the professional certificate for the number of years not engaged in regular employment. Educators who return to regular employment, must modify, if appropriate, the I-Plan on record and complete the five (5) year I-Plan during the remaining term of the extended certificate.

Individuals who do not renew their Professional Certificate within six (6) months from the date of expiration may be required to complete additional requirements under new regulations to re-instate the expired certificate.