Graduate

**School Business Administrator**

**Issued as a CE endorsement. Candidates can apply for the School Business Administrator Certificate exclusive of the Master of Arts in Administration and Leadership program. This endorsement entitles the holder to be employed as the chief financial officer in grades preschool through grade 12.**

**Requirements:**

Applicants are responsible for collecting and emailing all necessary documentation to the **GCU School of Education Certification Officer.**

\* Email address can be found on the GCU State Certification webpage.

 A Master’s degree, with a minimum graduate GPA of 3.0

 **If Master’s completed at GCU:**

 Unofficial GCU transcript

 **If Master’s NOT completed at GCU:**

 Official transcript from the institution where Master’s was completed

 Unofficial GCU transcript documenting Supervisor Program completion

 Completion of HIB Training (Harassment, Intimidation, and Bullying)

 \*Training is provided through www.njpsa.org - $50 course

 <https://portal.njpsa.org/store/events/registration.aspx?event=PDS006V2>

**-OR-**

 **An original letter** documenting participation in district approved training,

 describing what the training covered, with **original signature** by either the

 Human Resources Director or Principal. Can be scanned and emailed.

 Evidence of successful completion of **EC501** (Economic Survey) and **AC501** (Survey of

Accounting).

**PLEASE NOTE: You Should NOT begin the application process with NJedcert if you wish to be recommended by GCU for your certification. Once materials are verified by the GCU School of Education Certification Officer, further instructions will be given.**

**Certification Fees**

School Business Administrator $170