



## Proof of Employment Form for Certification School Business Professional (SBP) I, II, III

*This is a required form for all SBP I, II, III Certification applicants. The purpose of this form is to verify the employment/experience of an individual applying for CASBO certification. Please print, complete and sign this form; then scan and upload during the application process.*

---

Applicant's **Last Name**

**First Name**

---

Applicant's **Current Employer**

---

Applicant's **Official Title**

**Yes**

**No**

---

Applicant's **Start Date in Current Role** (DD/MM/YY)

Applicant has held this position  
continuously from start date?

### Applicant qualifies for the following:

- School Business Professional I Certification** (a minimum of three years of experience in an education-related position OR two years of experience in a management or supervisory position)
- School Business Professional II Certification** (a minimum of three years of experience in an education-related management or supervisory position)
- School Business Professional III Certification** (a minimum of five years of experience in an education-related management or supervisory position)

*By signing below, I certify that the applicant satisfies the experiential requirement for the above-selected certification and that the information contained on this form is true and accurate.*

---

Signee/Superintendent's **Name**

---

**Signature**

**Date**