

FIVE YEAR EDUCATOR LICENSE – BUSINESS ADMINISTRATOR

Each school district is required by Mississippi Public School Accountability Standards to employ one individual whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. *No other endorsements may be added to this license.* If an applicant desires to be licensed to teach academic subjects, they must meet standard approved testing and licensure requirements. This license cannot be used as a substitute for the School Administrator license. If an applicant desires to be licensed as a School Administrator, they must meet all requirements for that license.

License	Requirements	Validity	Renewal#
Class A Provisional	<ol style="list-style-type: none"> 1. Completed licensure application 2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy 	3 years	Non-renewable
Class A Standard	<ol style="list-style-type: none"> 1. Completed licensure application 2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy 3. Holds the required certificate of training from the Office of School Financial Services, or provides documentation in the form of a letter from the individual's superintendent that the individual has been satisfactorily performing as a school district business manager for a minimum of four (4) calendar years in a Mississippi Public School District. Individuals with less than four (4) calendar years of service as a school business manager at the time a provisional license is issued are required to obtain the required certificate of training from the Office of School Financial Services. 	5 years	100 hours continuing education units (CEUs). One hour of credit will be given for each hour of training. Hours may be obtained by participating in local, state, regional or national school business related conferences, courses or workshops.