

TABS Certification Program: Approved Participation, Events, and Personal Development

APPROVED PARTICIPATION ACTIVITIES

Approved TABS Participation consist of the following activities, and secretaries shall earn corresponding credit for each:

- 20 credits - TABS President
- 10 credits - TABS President-Elect
- 10 credits - TABS Past-President
- 5 credits - TABS Vice-President
- 5 credits - TABS Special Committee Chairperson
- 3 credits - TABS Special Committee Member

- 10 credits - TSBA May Conference Presenter
- 10 credits - TABS November Conference Presenter
- 10 credits - TABS May Conference Attendee
- 10 credits - TABS November Conference Attendee

APPROVED EVENTS

Approved events shall consist of the following activities, and secretaries shall earn corresponding credit for each:

- 10 credits - TSBA Annual Convention, NSBA Annual Convention, AASA Conference, and TASBO Conference.

- 7 credits - TSBA Summer Law Institute, TSBA Leadership Conference, TSBA Legislative and Legal Institute, SCOPE, conduct local level New Board Member Orientation, host career development workshop, conduct career development workshop, and NSBA Advocacy Institute

- 3 credits - TSBA Fall District meeting, TSBA Pre- Convention Legal Workshop, TSBA Pre-Convention Legislative Advocacy Workshop, any other TSBA- sponsored or co-sponsored program a minimum of three hours in length, TASBO, and any Tennessee Department of Education special training session

APPROVED PERSONAL DEVELOPMENT

Approved personal growth and development credits shall be earned as indicated:

- 10 credits - Associates, Bachelors, or advanced degree

- 5 credits - Profession certifications (i.e. TASBO, CPS, CAP)

- 5 credits - any continuing education coursework on the community college, university, or technical school levels that enhance management and leadership skill as well as improved technical skills and job knowledge

- 3 credits - Membership in local, regional, state, or national educational support personnel organizations; computer/technology training classes, attend city council/county commission meeting, attend meeting of another board, attend State Board of Education meeting, complete self-assessment, Helping Hands Mentor, serve as a school system representative within the community, serve as a youth advocate within your community, speak on education at PTA or Civic Club, etc., visit legislator or congressman, or write an article for an educational journal.

Credit totals for each level are cumulative. Secretaries will not receive credit for a repeat experience or elective within the same year. Credit for personal development must be verified by a copy of diploma, certification, transcript, or letter of course completion. Special programs and/or presentations on a local or district level must be pre-approved for credit purposes.