

# TABS *Certification* PROGRAM

Recognizing the board/executive secretary as an integral part of the total education program in Tennessee school systems; the aim of the TABS Certification Program is to encourage professional growth. As professional criteria are met the local Board of Education shall be assured the individual has achieved necessary skills and knowledge to perform certain duties with a specific level of competency. TSBA shall offer an award to individuals who invest their time and effort into becoming more informed and educated in the effective operations of school boards in the state of Tennessee. The award shall be issued for participation in activities outside of the general scope of work.

## TABS Recognition Level Requirements

	TABS Participation (Credits vary)	Events (3 credits each)	Personal Development (Credits vary)
Level I	20	50	30
Level II	40	100	60
Level III  Complete TABS Self-Assessment  Attend TSBA Leadership Conference and Annual Convention  Make a presentation at a TSBA event or publish an article for TSBA	60	150	90

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.

Awards & Recognition
Level I: Silver pin with green fill
Level II: Silver pin with white fill
Level III: Silver pin with red fill, a press release to local media, and designation as a Certified Board Secretary

# TABS Certification CREDITS

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

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## TABS Participation:

20 Credits Each

- TABS President

10 Credits Each

- TABS President-Elect
- TABS Past-President
- TSBA May Conference Presenter
- TABS November Conference Presenter
- TABS May Conference Attendee
- TABS November Conference Attendee

5 Credits Each

- TABS Vice-President
- TABS Special Committee Chairperson

3 Credits Each

- TABS Special Committee Member

## Events:

10 Credits Each

- TSBA Annual Convention
- COSSBA Annual Conference
- AASA Conference
- TASBO Conference

7 Credits Each

- TSBA Summer Law Institute
- TSBA Leadership Conference
- SCOPE
- Conduct local level New Board Member Orientation
- Participate in career development workshop,
- COSSBA Advocacy Institute

3 Credits Each

- TSBA Fall District Meeting,
- TSBA Pre-Convention Legal or Legislative Advocacy Workshop
- TSBA sponsored or co-sponsored program (a minimum of three hours in length)
- TASBO session (a minimum of three hours in length)
- Tennessee Department of Education special training session (a minimum of three hours in length)

## Personal Development:

10 Credits Each

- Associates, Bachelors, or advanced degree

5 Credits Each

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

- Membership in local, regional, state, or national educational support personnel organizations
- Computer/technology training class
- Attend city council/county commission meeting
- Attend meeting of another board
- Attend State Board of Education meeting
- Complete Self-Assessment
- 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
- Write an article for an educational journal

**For more information please contact Emma Carroll at [ecarroll@tsba.net](mailto:ecarroll@tsba.net) or 615-815-3910 or visit the About tab on [tsba.net](http://tsba.net)**