



# OHIO ASSOCIATION FOR PUPIL TRANSPORTATION

## Pupil Transportation Administrator Certification Program

### **TO OBTAIN CERTIFICATION:**

1. Applicant must be actively employed as an Ohio Pupil Transportation Administrator for:
  - a. Educational programs approved by the Ohio Department of Education,
  - b. A Board of Developmental Disabilities,
  - c. A Head Start, or
  - d. For a Contractor providing pupil transportation services.
2. Applicant must be a member in good standing of the Ohio Association for Pupil Transportation.
3. Applicant must attend the annual presentation of "Back to the Basics," sponsored by the Ohio Association of School Business Officials, the Ohio Department of Education, and the Ohio Association for Pupil Transportation.
4. Applicant must attend a minimum of twelve (12) hours of training sponsored by the Ohio Association of School Business Officials, the Ohio Department of Education, and the Ohio Association for Pupil Transportation.
5. Applicant must attend one (1) Ohio Association for Pupil Transportation Regional Meeting.
6. Applicant must attend a minimum of one (1) day of the Ohio Association for Pupil Transportation Annual Conference.
7. ***ALL CRITERIA MUST BE COMPLETED IN THE SAME FISCAL YEAR (July 1 – June 30).***

Once these items have been completed, applicant will do the following:

1. Complete OAPT Pupil Transportation Administrator Certification Program Application.
2. Prove employment by providing letter from employer.
3. Provide a copy of Ohio Association for Pupil Transportation membership card.
4. Provide proof of attendance for "Back to the Basics" through documentation provided on the Ohio Association of School Business Officials website.
5. Provide proof of attendance for twelve (12) hours of required training through documentation provided on the Ohio Association of School Business Officials website.
6. Provide proof of attendance at Ohio Association for Pupil Transportation Regional Meeting.
7. Provide proof of attendance at Ohio Association for Pupil Transportation Annual Conference.

These items should be forwarded to:

Ohio Association for Pupil Transportation  
Pupil Transportation Administrator Certification Program  
c/o Certification Program Manager  
8050 North High Street, Suite 170  
Columbus, Ohio 43235-6485



# OHIO ASSOCIATION FOR PUPIL TRANSPORTATION

## Pupil Transportation Administrator Certification Program

### **TO MAINTAIN CERTIFICATION (RECERTIFICATION):**

1. Applicant must be actively employed as an Ohio Pupil Transportation Administrator for:
  - a. Educational programs approved by the Ohio Department of Education,
  - b. A Board of Developmental Disabilities,
  - c. A Head Start, or
  - d. For a Contractor providing pupil transportation services.
2. Applicant must be a member in good standing of the Ohio Association for Pupil Transportation.
3. Applicant must attend a minimum of eight (8) hours of training sponsored by the Ohio Association of School Business Officials, the Ohio Department of Education, and the Ohio Association for Pupil Transportation.
4. Applicant must attend one (1) Ohio Association for Pupil Transportation Regional Meeting.
5. Applicant must attend a minimum of one (1) day of the Ohio Association for Pupil Transportation Annual Conference.
6. ***ALL CRITERIA MUST BE COMPLETED IN THE SAME FISCAL YEAR (July 1 – June 30).***

Once these items have been completed, applicant will do the following:

1. Complete OAPT Pupil Transportation Administrator Certification Program Application.
2. Prove employment by providing letter from employer.
3. Provide a copy of Ohio Association for Pupil Transportation membership card.
4. Provide proof of attendance for eight (8) hours of required training through documentation provided on the Ohio Association of School Business Officials website.
5. Provide proof of attendance at Ohio Association for Pupil Transportation Regional Meeting.
6. Provide proof of attendance at Ohio Association for Pupil Transportation Annual Conference.

These items should be forwarded to:

Ohio Association for Pupil Transportation  
Pupil Transportation Administrator Certification Program  
c/o Certification Program Manager  
8050 North High Street, Suite 170  
Columbus, Ohio 43235-6485



# OHIO ASSOCIATION FOR PUPIL TRANSPORTATION

## Pupil Transportation Administrator Certification Program

### Application Form

*(please print unless instructed otherwise)*

Type *(check one)*

New Certificate

Recertification

Name \_\_\_\_\_

School/Agency \_\_\_\_\_

Title/Position \_\_\_\_\_

Business Address \_\_\_\_\_

City

State

Zip

Business Phone (\_\_\_\_\_) \_\_\_\_\_

Business Fax (\_\_\_\_\_) \_\_\_\_\_

Business Email \_\_\_\_\_

**INCLUDE ALL APPLICABLE ITEMS LISTED BELOW WITH THIS APPLICATION AND RETURN TO:**

Ohio Association for Pupil Transportation  
 Pupil Transportation Administrator Certification Program  
 c/o Certification Program Manager  
 8050 North High Street, Suite 170  
 Columbus, Ohio 43235-6485

#### THIS SECTION OAPT USE ONLY

New Certificate	Recertification <i>(subject to revision)</i>
<b>ALL CRITERIA MUST BE COMPLETED IN THE SAME FISCAL YEAR</b>	<b>ALL CRITERIA MUST BE COMPLETED IN THE SAME FISCAL YEAR</b>
<input type="checkbox"/> Complete OAPT Pupil Transportation Administrator Certification Program Application. <input type="checkbox"/> Prove employment by providing letter from employer. <input type="checkbox"/> Provide a copy of Ohio Association for Pupil Transportation membership card. <input type="checkbox"/> Provide proof of attendance for "Back to the Basics" through documentation provided on the Ohio Association of School Business Officials website. <input type="checkbox"/> Provide proof of attendance for twelve (12) hours of required training through documentation provided on the Ohio Association of School Business Officials website. <input type="checkbox"/> Provide proof of attendance at Ohio Association for Pupil Transportation Regional Meeting. <input type="checkbox"/> Provide proof of attendance at Ohio Association for Pupil Transportation Annual Conference.	<input type="checkbox"/> Complete OAPT Pupil Transportation Administrator Certification Program Application. <input type="checkbox"/> Prove employment by providing letter from employer. <input type="checkbox"/> Provide a copy of Ohio Association for Pupil Transportation membership card. <input type="checkbox"/> Provide proof of attendance for eight (8) hours of required training through documentation provided on the Ohio Association of School Business Officials website. <input type="checkbox"/> Provide proof of attendance at Ohio Association for Pupil Transportation Regional Meeting. <input type="checkbox"/> Provide proof of attendance at Ohio Association for Pupil Transportation Annual Conference.
Was criteria met? <input type="checkbox"/> Yes <input type="checkbox"/> No Was certificate issued? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date? _____ Reviewed by: _____	Was criteria met? <input type="checkbox"/> Yes <input type="checkbox"/> No Was certificate issued? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date? _____ Reviewed by _____