

MASB Tally Sheet



Submit tally sheets to apply for education credits for virtual or in-person board development activities in the categories listed below. MASB events/activities that will automatically post to your transcript quarterly are listed on the back of this form.

Regular board service, board meetings or other regular board activities do not count for credit.

Send form by email to registrar@masb.org or mail to:

MASB Awards Program, 1001 Centennial Way, Suite 400, Lansing, MI 48917

Name: _____ District: _____

Qualifying Categories

Locate the proper category and associated three-digit code to fill out the form below.

- F01 Attended a local, state or national education conference
- F05 Attended a county association or ISD seminar or workshop (event must include a learning component that specifically relates to board service)
- S01 Promoted public education by meeting with a member of the state Legislature or Congress; by testifying at a hearing of the state Legislature or Congress; attending an MASB Views From the Capitol event; or Grassroots Advocacy Program training
- S02 Testified at a hearing or meeting of the State Board of Education
- S03 Served as a speaker, panelist, moderator or presenter at a regional, state or national conference or event
- S05 Promoted public education through letters to the editor, op-ed pieces, published articles, television or radio appearances, public forums or speeches to civic organizations
- S06 Served as a county association officer (include term of service)
- S08 Served on an NSBA task force or committee (include task force name and term of service)
- WEB Attended a webinar with a topic related to board development

Code <small>(e.g., F01)</small>	Description <small>(i.e., title of conference, event, seminar, published article, topic of hearing)</small>	Date(s) Attended	Hour(s) Attended

Activities must have occurred during the current calendar year (Jan. 1 – Dec. 31). Credit is one credit for one hour of instruction/activity less than three hours; five credits for half-day event; 10 credits for full-day event. Proof of attendance and/or a course description may be requested if not provided.

Summary of Award Levels



Level 1—Certified Boardmember Award
All 100-Level CBA courses (101–109)



Level 2—Award of Merit
Completed Level 1
45 education credits



Level 3—Award of Distinction
Completed Levels 1 & 2
Total of four Advanced Level CBA courses
Minimum of 208 education credits



Level 4—Master Boardmember Award
Completed Levels 1, 2 & 3
Total of nine Advanced Level CBA courses
Minimum of 368 education credits



Level 5—Master Diamond Award
Completed Levels 1, 2, 3 & 4
Total of 14 Advanced Level CBA courses
Minimum of 528 education credits



Level 6—Master Platinum Award
Completed Levels 1, 2, 3, 4 & 5
Total of 19 Advanced Level CBA courses
Minimum of 813 education credits



Level 7—President's Award of Recognition
Completed Levels 1, 2, 3, 4, 5 & 6
Total of 29 Advanced Level CBA courses
Minimum of 1,383 educational credits



Advocacy Skills Specialty
Completed requirements for Level 1, plus
CBA 246: Advanced Community Relations
CBA 252: Media Relations
CBA 260: Public Speaking
CBA 261: Advocacy for Public Education
CBA 262: Spokesperson Training

And one of the following courses:
CBA 232: Communicating Effectively in Difficult Times
CBA 263: Focusing on Feedback
CBA 264: Shaping Public Opinion



Data Specialty
Completed requirements for Level 1, plus
CBA 251: Strategic Planning
CBA 341: Data First: Foundations 1
CBA 342: Data First: Foundations 2
CBA 343: Data First: Teacher Quality
CBA 344: Data First: High School and Beyond
CBA 345: Data Dashboards for Board Members

Programs and Activities Recorded by MASB (posted to transcripts quarterly)

- Advanced Board Presidents Workshop
- Annual Leadership Conference
- Behind the Scenes at the Capitol
- Board Member Certification (CBA) courses
- Board Presidents Workshop
- Council of School Attorneys
- Delegate/Alternate Attendance at Delegate Assembly
- Institutes (Winter, Spring, Summer)
- Labor Conference
- Legislative Priority Setting Meetings
- Local/ISD board officer service
- Local/ISD board workshops led by MASB
- MASB Director, committee or task force member
- NSBA Advocacy Institute
- NSBA Annual Conference
- NSBA board officer service
- Strategic Planning (credit only applies if provided by MASB)
- Superintendent Search (credit only applies if provided by MASB)
- Webinars (paid programming through MASB)