



STATE OF CONNECTICUT
STATE TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018
www.state.ct.us/trb

TO: All School Business Officials
FROM: William J. Sudol, Administrator
DATE: March 21, 2003
SUBJECT: Connecticut Teachers' Retirement System (CTRS)
Membership School Business Administrators

There continues to be considerable confusion and misunderstanding regarding membership in CTRS for individuals who serve as School Business Administrators.

As a result, some individuals have been hired as a School Business Administrator under the impression they would be eligible for membership in CTRS. The key to determining whether a person is eligible for CTRS membership is predicated on the type of certification required to perform the duties of this position and the type of certification held.

Type of Certificate Required	Type of Certificate Held	CTRS Eligibility
School Bus Adm (085) Intermediate Adm (092)	School Bus Adm (085) Intermediate Adm (092)	Ineligible Mandatory

The certification requirements for the Intermediate Administration or Supervision and School Business Administration are contained in Regulations 10-145d-572 and 10-145d-588 of the Regulations of State Agencies.

If you have any additional questions or concerns, please feel free to write or call our office at (860) 241-8402.

WJS:bs



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Is certification required to become a School Business Administrator?

Yes. Certification as a School Business Administrator (085 Endorsement Code) is required for any person employed by a board of education who is responsible for six (6) or more of the following areas of school business administration: (1) accounting and reporting; (2) financial planning and budgeting; (3) operation and maintenance of plant; (4) administering personnel functions; (5) purchasing and supply management; (6) data processing; (7) food services operation; (8) grant applications and reporting; (9) insurance; (10) collective bargaining and (11) transportation.

Is this position eligible for membership in the Connecticut Teachers' Retirement System (CTRS)?

No. Although this position does require certification, it is not included within the definition of "teacher" and therefore does not qualify for membership in CTRS?

Why are some school business officials in CTRS and other are not ?

An individual who is responsible for less than six (6) areas of school business administration is required to hold an Intermediate Administration or Supervision Certificate (092 Endorsement Code). Individuals serving in this capacity under that certification meet the definition of "teacher" and qualify for membership in CTRS.

I'm considering accepting a position as a School Business Administrator (SBA) after serving for many years as a teacher? How will this affect my retirement?

You will no longer be eligible for membership in CTRS if you accept a position as a SBA for which you are required to hold SBA certification (Endorsement 085).

Has there been any consideration to allow SBAs an opportunity to become members of CTRS?

Legislation would be required to allow SBAs an opportunity to become members of CTRS. Attempts to enact this legislation have not been successful to date.