



# EMPLOYER BULLETIN

## Business Officials' Membership Requirements

April 2014

Membership in the Teachers' Retirement System (TRS) is limited to persons who meet the definition of "teacher" under Article 16 of the Illinois Pension Code. Section 16-106(1) of the Pension Code defines the term "teacher," in part, as:

Any educational, administrative, professional or other staff employed in the public common schools included within this system in a position requiring certification under the law governing the certification of teachers;

Section 16-106.6 of the Pension Code equates educator licensure with certification for TRS purposes.

Membership in TRS commences once two requirements are met:

1. The individual must have a valid Illinois teaching license.
2. The individual must be in a position requiring licensure under the Illinois School Code.

**The Illinois State Board of Education (ISBE), not the individual employer or TRS, determines whether a position requires licensure.** If you have any questions regarding whether a position requires licensure, please forward a copy of the job description to [employers@trs.illinois.gov](mailto:employers@trs.illinois.gov). If necessary, we will forward the job description to ISBE for a determination and notify you of the determination.

Licensure is not required for all positions related to school business (i.e. Chief Financial Officer, Business Manager, Assistant Superintendent of Business, Director of Business Services, etc.) as business duties do not require licensure. However, to serve with the title of **Chief School Business Official (CSBO)**, one must hold an educator license with a CSBO endorsement. The duties of school business positions that do not require licensure may be very similar to the duties of a CSBO, a title that does require licensure. Therefore, individuals serving as the CSBO and required to hold a license with the CSBO endorsement **must have CSBO in their titles**. If a school business-related position does not include CSBO in the title, the position does not require licensure even if the individual holds a CSBO endorsement.

Effective with the **2014-15** school term, for a school business official to be reportable to TRS, he/she must hold the CSBO endorsement and must have CSBO in his/her title. For example, the title of the position may be CSBO, Assistant Superintendent/CSBO, etc.