

Name: \_\_\_\_\_

## IASBO Certification Program Business Office Specialist

District: \_\_\_\_\_

*Track started prior to 2/1/16*

Track Start Date: \_\_\_\_\_

*Track end date is 5 years from start date*

Track Completed Date: \_\_\_\_\_

|              |           |
|--------------|-----------|
| <b>HOURS</b> |           |
| REQUIRED     | 18        |
| ELECTIVE     | 30        |
| SEMINAR      | 10        |
| <b>TOTAL</b> | <b>58</b> |

| COURSES/WORKSHOPS:  | ID #    | Required | Elective | Date Completed |
|---|---------|----------|----------|----------------|
| Fund Accounting/Budget Cycle/Audits                                 | A110    | 3        |          |                |
| Accounting Mgt. Systems (Technology)                                | A111    |          | 3        |                |
| Accrual Accounting  | A114    |          | 3        |                |
| Leadership  | ADM110  | 3        |          |                |
| School Law & Administrative Rules Basic                             | ADM111  | 3        |          |                |
| School Law & Administrative Rules Advanced                          | ADM112  |          | 3        |                |
| Public Works Law & Administration                                   | ADM113  |          | 3        |                |
| Construction Finance  | ADM114  |          | 3        |                |
| Risk Management/Environ. Health & Safety                            | ADM115  | 3        |          |                |
| Transportation Administration                                       | ADM117  |          | 3        |                |
| Food Nutrition Administration                                       | ADM118  |          | 3        |                |
| Business Ethics and Fraud Prevention                                | ADM210  |          | 3        |                |
| Budgeting Basics for School Business Officials                      | B110    | 6        |          |                |
| Budgeting for School Operations                                     | B150    |          | 6        |                |
| Budget Oversight and Financial Reporting                            | B111    |          | 6        |                |
| Budgeting Seminar (IASBO)   | B112    |          | 20       |                |
| Treasurer Seminar (IASBO) or B112 for ACBO                          | B113    |          | 20       |                |
| Emergency Preparedness Management                                   | BG110   |          | 3        |                |
| Custodial Operations  | BG115   |          | 3        |                |
| Intro. Facilities & Grounds Administration                          | BG116   |          | 3        |                |
| Maintenance Operations  | BG120   |          | 3        |                |
| Systems - HVAC, Electrical & Technology                             | BG125   |          | 3        |                |
| Utility and Energy Conservation                                     | BG130   |          | 3        |                |
| Landscape and Grounds Management                                    | BG140   |          | 3        |                |
| Principles of Education   | F110    |          | 3        |                |
| Public Relations & Internal Communications                          | F120    |          | 3        |                |
| Governance & Operational Relationships                              | F130    |          | 3        |                |
| Intro. Human Resources Administration                               | HR110   |          | 3        |                |
| Benefits Administration   | HR111   |          | 3        |                |
| Labor Relations/Contract Administration                             | HR112   |          | 3        |                |
| Payroll Administration  | HR113   |          | 3        |                |
| Collective Bargaining Strategy & Law                                | HR114   |          | 3        |                |
| Managing People   | HR115   |          | 3        |                |
| Group Health/Medical Insurance                                      | HR116   |          | 3        |                |
| Performance Evaluation  | HR120   |          | 3        |                |
| Human Resources Administration                                      | HR210   |          | 3        |                |
| Group Unemployment Insurance  | HR216   |          | 3        |                |
| IASBO Seminars Not Listed Above                                     | IASBO   | 10       |          |                |
| <i>Seminars are listed on the Professional Development Calendar</i> |         |          |          |                |
|   | SEMINAR |          |          |                |
|   | SEMINAR |          |          |                |
|   | SEMINAR |          |          |                |
|   | SEMINAR |          |          |                |

It is your responsibility to track your certification credits and notify the IASBO Office when you have completed the certification track requirements. Please email this form to Laura Mullen, [lmullen@indiana-asbo.org](mailto:lmullen@indiana-asbo.org) to verify track completion or with questions pertaining to the certification program.