

Name: _____

IASBO Certification Program Business Office Specialist

District: _____

Track started 2/1/16 or after

Track Start Date: _____

Track end date is 5 years from start date

Track Completed Date: _____

HOURS	
REQUIRED	47
ELECTIVE	9
SEMINAR	10
TOTAL	66

COURSES/WORKSHOPS:	ID #	Required	Elective	Date Completed
Fund Accounting/Budget Cycle/Audits	A110	3		
Information Reporting & Data Analytics	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/Environmental Health & Safety	ADM115	3		
Transportation Administration	ADM117		3	
Food Nutrition Administration	ADM118		3	
Business Ethics and Fraud Prevention	ADM210		3	
Budgeting Fundamentals/ School Business Officials	B110	6		
Budgeting for School Operations	B150		6	
Cash Management & Financial Oversight	B111		6	
Budget Workshop (IASBO)	B112		20	
Treasurers Workshop (IASBO)	B113	20		
Emergency Preparedness Management	BG110		3	
Custodial Operations	BG115		3	
Intro. Facilities & Grounds Administration	BG116		3	
Maintenance Operations	BG120		3	
Systems - HVAC, Electric, Plumbing & 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 to verify track completion or with questions pertaining to the certification program.