

# IASBO CERTIFICATION PROGRAM

8-6-18

Participants enrolled in a track prior to 2/1/16

\*\*Dates listed in the 2019-20 Fast Track column are tentative and subject to change.

COURSES/WORKSHOPS:	ID #	Chief Business Officer		Assistant Chief Business Officer		Business Office Specialist		Facilities Director		Human Resources Specialist		School Year Offered Fast Track**	
		Required	Elective	Required	Elective	Required	Elective	Required	Elective	Required	Elective	2018-19	2019-20
Fund Accounting/Budget Cycle/Audits	A110	3		3		3		3		3		9/27/18	Fall '19
Accounting Mgt. Systems (Technology)	A111	3		3		3		3		3			Spr. '20
Accrual Accounting	A114	3		3		3		3		3		5/8/19	May '20
Leadership	ADM110	3		3		3		3		3		10/31/18	Fall '19
School Law & Administrative Rules Basic	ADM111	3		3		3		3		3		5/8/19	May '20
School Law & Administrative Rules Advan.	ADM112	3		3		3		3		3		6/5/19	June '20
Public Works Law & Administration	ADM113	3		3		3		3		3		6/4/19	
Construction Finance	ADM114	3		3		3		3		3		6/4/19	
Risk Management/Environ. Health & Safety	ADM115	3		3		3		3		3			Fall '19
Transportation Administration	ADM117		3		3		3		3		3		May '20
Food & Nutrition Administration	ADM118		3		3		3		3		3	5/8/19	
Business Ethics and Fraud Prevention	ADM210	3		3		3		3		3		9/27/18	
Budgeting Basics for School Business Off.	B110	6		6		6		6		6		3/12/19	Spr. '20
Budgeting for School Operations	B150		6		6		6		6		6		Fall '19
Budget Oversight and Financial Reporting	B111	6		6		6		6		6			Fall '19
Budgeting Seminar (IASBO)	B112	20		20		20		20		20		Mar/Apr '19	Spr. '20
Treasurer Seminar (IASBO) or B112 for ACBO	B113		20		20		20		20		20	Feb/Apr '19	Spr. '20
Emergency Preparedness Management	BG110		3		3		3		3		3	9/19/18	
Custodial Operations	BG115		3		3		3		3		3	9/19/18	
Intro. Facilities & Grounds Administration	BG116		3		3		3		3		3		Fall '19
Maintenance Operations	BG120		3		3		3		3		3		Fall '19
Systems - HVAC, Electrical & Technology	BG125		3		3		3		3		3	9/18/18	
Utility and Energy Conservation	BG130		3		3		3		3		3	9/18/18	
Landscape and Grounds Management	BG140		3		3		3		3		3		Fall '19
Principles of Education	F110		3		3		3		3		3	10/31/18	Fall '19
Public Relations & Internal Communications	F120		3		3		3		3		3	11/1/18	Fall '19
Governance & Operational Relationships	F130		3		3		3		3		3	11/1/18	Fall '19
Intro. Human Resources Administration	HR110	3		3		3		3		3			Spr. '20
Benefits Administration	HR111		3		3		3		3		3	2/26/19	
Labor Relations/Contract Admin.	HR112		3		3		3		3		3		Spr. '20
Payroll Administration	HR113		3		3		3		3		3	2/26/19	
Collective Bargaining Strategy & Law	HR114	3		3		3		3		3		5/8/19	May '20
Managing People	HR115		3		3		3		3		3		Spr. '20
Group Health/Medical Insurance	HR116	3		3		3		3		3			Spr. '20
Performance Evaluation	HR120		3		3		3		3		3	6/5/19	
Human Resources Administration	HR210		3		3		3		3		3	2/27/19	
Group Unemployment & Disability Insurance	HR216		3		3		3		3		3	2/27/19	
IASBO Seminars Not Listed Above	IASBO	12		7		10		5		5			
<b>TOTAL REQUIRED</b>		83	9	66	12	28	30	62	12	62	9		