

IASBO CERTIFICATION PROGRAM

Track: Business Office Specialist

(Approved AFTER 7/1/2024)



CREDIT HOURS

Required: 47
 Seminar: 10
 Elective: 9
 Region Mtgs: 4 meetings
 Total: 70

REQUIRED COURSES/WORKSHOPS	DATE COMPLETED	CREDIT HOURS EARNED
A110 Fund Accounting/Budget Cycle/Audits (3)		
ADM110 Leadership (3)		
ADM111 School Law & Administrative Rules Basic (3)		
ADM210 Business Ethics & Fraud Prevention (3)		
B110 Budgeting Fundamentals/School Business Officials (6)		
B113 IASBO Treasurers Workshop (20)		
F110 Principles of Education (3)		
F120 Public Relations & Internal Communications (3)		
F130 Governance & Operational Relationships (3)		
TOTAL REQUIRED COURSE/WORKSHOP CREDITS COMPLETED		

SEMINARS/ANNUAL CONFERENCE (10 hours required)	DATE COMPLETED	CREDIT HOURS EARNED
TOTAL SEMINAR/AC CREDIT HOURS COMPLETED		

Name: _____

School Corp: _____

Start Date: _____

Completion Date: _____

Track Completion Date must be within 5 years of Start Date

ELECTIVE COURSES (9 Hours Required)	DATE COMPLETED	CREDIT HOURS EARNED
TOTAL ELECTIVE CREDIT HOURS COMPLETED		

REGION MEETING (4 meetings required)	DATE COMPLETED	MEETING ATTENDED
1		
2		
3		
4		
TOTAL REGION MEETINGS ATTENDED		

PLEASE SEND COMPLETED FORM TO SOPHIE DERUNTZ AT SDERUNTZ@INDIANA-ASBO.ORG TO RECEIVE CERTIFICATION