

CERTIFIED SCHOOL FINANCE OFFICIAL



OVERVIEW OF CERTIFICATION CREDITS

BUSINESS MANAGER RESOURCES

1.2 CREDITS

ONLINE

REQUIRED

Toolkit Resources - WASBO,
OSPI, SAO, Other, Acronyms

FINANCIAL LEARNING BADGES

5 CREDITS

ONLINE

REQUIRED

Year-End Financial Reporting

Federal, State & EGMS

Monthly Financial Management:
Treasurer Reports, Ledger Recon,
Claims Processing

Essential Monthly Processes:
Enrollment Counts, Payroll
Checks, Reimbursement Claims

Details on Use/Excise Tax, IRS 941,
PFMLA, Unemployment Reporting

HUMAN RESOURCE FUNDAMENTALS

8.3 CREDITS

ONLINE

REQUIRED

HR Badges #1-5, 15

SCHOOL ACCOUNTING

60-76 CREDITS

ONLINE

OPTIONAL

Account Code Basics
Intro to School Accounting

REQUIRED

School Accounting 1
School Accounting 2
School Accounting 3

BUDGETING FUNDAMENTALS

13.5 CREDITS

ONLINE

REQUIRED

Budget Badges #1-10

APPORTIONMENT FUNDAMENTALS

13 CREDITS

ONLINE

REQUIRED

Apportionment Badges #1-7

PAYROLL FUNDAMENTALS

6 CREDITS

ONLINE

REQUIRED

Payroll 310 Badges #5-6

ENROLLMENT LEARNING BADGES

4 CREDITS

ONLINE

REQUIRED

Defining an Enrolled Student

How Enrollment Data is
Reported/Used

Count Dates & Enrollment
Exclusions

Reporting Running Start/Open
Door Programs & Transitional
Recovery Services

Nonresident Students, PT
Enrollment & FTE Calculation

Revise Reported Enrollment

Retention of Records &
Documentation

OTHER OPERATIONAL LEARNING BADGES

8 CREDITS

ONLINE

REQUIRED

ASB for Business Managers

Capital Projects and
Procurement for Business
Managers

Child Nutrition for Business
Managers

Risk for Business Managers

Records for Business Managers

Facilities

Transportation

Purchasing

LEADERSHIP LEARNING BADGES

5 CREDITS

ONLINE

REQUIRED

The Role of the Business
Manager

Time Management: Ditch Your
To-Do List

Creating Your District's
Financial "Story" for Better
Decision-Making

Digital Toolkit for Leaders

Getting Out in Schools to
Support Operations

SUMMER EVENT

6 CREDITS

OPTIONAL BUSINESS MANAGERS WORKSHOP

Opt to attend a (2) half-day
virtual learning event to
connect, grow and lead with
other school business and
finance professionals across the
state.

Learn & Connect All Year Long!

Event attendees also receive
access to **Quarterly Connects**
with seasoned SBO's throughout
the year.

