WASBO offers 11 individual online trainings on Accounts Payable topics. Each individual “Badge” is an online training that can be taken to gain a new skill or hone your established skills. You can take one or all, they exist to help you exceed in your role with Accounts Payable.

**Badge #1:** Vendor Payments  
**Badge #2:** Paperless Invoice Processing  
**Badge #3:** Purchasing Cards and Credit Cards  
**Badge #4:** Employee Travel and Meals  
**Badge #5:** Warrant Voids, Cancellations, and Duplicate Instruments  
**Badge #6:** Public Works and Retainage  
**Badge #7:** Internal Controls  
**Badge #8:** Independent Contractor vs. Employee  
**Badge #9:** IRS 1099 Reporting  
**Badge #10:** Unclaimed Property  
**Badge #11:** Sales & Tax Use

---

**CERTIFICATION REQUIREMENTS**

After you have taken all 11 Badges you can move on to receive your professional certification Accounts Payable with a CSBS, Certification for School Business Specialist.

- Successfully complete all 11 Accounts Payable Badges
- Currently employed in a school district, ESD, or related agency
- Current WASBO member in good standing
- Successfully complete School Accounting 1
- Receive approval from the Certification Governance Board
- Complete a certification application found on the WASBO website

Questions on how to log in? View the How To Guide.