

IASBO CERTIFICATION PROGRAM

Revised 3/8/11

COURSES/WORKSHOPS:	ID #	<u>Chief Business Officer</u>		<u>Assistant Chief Business Officer</u>		<u>Business Office Specialist</u>		<u>Facilities Director</u>		<u>Human Resources Specialist</u>		<u>School Year Offered</u>	
		Required	Elective	Required	Elective	Required	Elective	Required	Elective	Required	Elective	Fast Track	
Fund Accounting/Budget Cycle/Audits	A110	3		3		3		3		3			Nov '11
Accounting Mgt. Systems (Technology)	A111	3		3		3		3		3			Nov '11
Accrual Accounting	A114	3		3		3		3		3		05/11/11	May '12
Leadership	ADM110	3		3		3		3		3		11/30/10	Jan '12
School Law & Administrative Rules Basic	ADM111	3		3		3		3		3		06/20/11	Jun '12
School Law & Administrative Rules Advan.	ADM112	3			3		3		3	3		05/11/11	May '12
Public Works Law & Administration	ADM113	3			3		3	3			3	06/21/11	
Construction Finance	ADM114	3			3		3	3			3	06/21/11	
Risk Management/Environ. Health & Safety	ADM115	3			3	3		3			3	10/07/10	
Transportation Administration	ADM117		3		3		3		3		3		May '12
Food Nutrition Administration	ADM118		3		3		3		3		3	05/11/11	
Business Ethics and Fraud Prevention	ADM210	3		3			3	3		3		10/07/10	
Budgeting Basics for School Business Off.	B110	6		6		6			6		6	02/10/11	Feb '12
Budgeting for School Operations	B150		6		6		6	6		6		12/14/10	
Budget Oversight and Financial Reporting	B111	6		6		6		6		6			Oct '11
Budgeting Seminar (IASBO)	B112	20			20		20		20		20	Feb.-May	Feb.-May
Treasurer Seminar (IASBO) or B112 for ACBO	B113		20	20			20		20		20	Jan.-Apr.	Jan.-Apr.
Emergency Preparedness Management	BG110		3		3		3	3			3	03/09/11	
Custodial Operations	BG115		3		3		3	3			3	03/09/11	
Intro. Facilities & Grounds Administration	BG116		3		3		3	3			3		Nov '11
Maintenance Operations	BG120		3		3		3	3			3		Mar '12
Systems - HVAC, Electrical & Technology	BG125		3		3		3	3			3	11/03/10	
Utility and Energy Conservation	BG130		3		3		3	3			3	11/04/10	
Landscape and Grounds Management	BG140		3		3		3	3			3		Nov '11
Principals of Education	F110		3		3		3	3		3			Jun '12
Public Relations & Internal Communications	F120		3		3		3	3		3			Jun '12
Governance & Operational Relationships	F130		3		3		3	3		3			Mar '12
Intro. Human Resources Administration	HR110	3			3		3		3	3			Jan '12
Benefits Administration	HR111		3	3			3		3	3		01/20/11	
Labor Relations/Contract Admin.	HR112		3		3		3		3	3			Jan '12
Payroll Administration	HR113		3	3			3		3	3		01/20/11	
Collective Bargaining Strategy & Law	HR114	3			3		3		3	3		06/20/11	May '12
Managing People	HR115		3		3		3	3		3			Jun '12
Group Health/Medical Insurance	HR116	3		3			3		3	3			Jan '12
Performance Evaluation	HR120		3		3		3		3	3		11/30/10	
Human Resources Administration	HR210		3		3		3		3	3		01/19/11	
Group Unemployment Insurance	HR216		3		3		3		3	3		01/19/11	
IASBO Seminars Not Listed Above	IASBO	12		7		10		5		5			
TOTAL REQUIRED		83	9	66	12	28	30	62	12	62	9		