

IASBO CERTIFICATION PROGRAM

Revised 6/16/11

| 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 Fast Track</u> |           |
|--|--------|-------------------------------|----------|---|----------|-----------------------------------|----------|----------------------------|----------|-----------------------------------|----------|---------------------------------------|-----------|
|  |        | Required                      | Elective | Required                                | Elective | Required                          | Elective | Required                   | Elective | Required                          | Elective | 2011-12                               | 2012-13   |
| Fund Accounting/Budget Cycle/Audits        | A110   | 3                             |          | 3                                       |          | 3                                 |          | 3                          |          | 3                                 |          | 11/09/11                              |           |
| Accounting Mgt. Systems (Technology)       | A111   | 3                             |          | 3                                       |          |                                   | 3        | 3                          |          | 3                                 |          | 11/09/11                              |           |
| Accrual Accounting                         | A114   | 3                             |          | 3                                       |          |                                   | 3        | 3                          |          | 3                                 |          | 05/09/12                              | May '13   |
| Leadership                                 | ADM110 | 3                             |          | 3                                       |          | 3                                 |          | 3                          |          | 3                                 |          | 01/18/12                              | Nov '12   |
| School Law & Administrative Rules Basic    | ADM111 | 3                             |          | 3                                       |          | 3                                 |          | 3                          |          | 3                                 |          | 06/18/12                              | Jun '13   |
| School Law & Administrative Rules Advan.   | ADM112 | 3                             |          |   | 3        |                                   | 3        |                            | 3        | 3                                 |          | 05/09/12                              | May '13   |
| Public Works Law & Administration          | ADM113 | 3                             |          |   | 3        |                                   | 3        | 3                          |          |                                   | 3        |                                       | Jun '13   |
| Construction Finance                       | ADM114 | 3                             |          |   | 3        |                                   | 3        | 3                          |          |                                   | 3        |                                       | Jun '13   |
| Risk Management/Environ. Health & Safety   | ADM115 | 3                             |          |   | 3        | 3                                 |          | 3                          |          |                                   | 3        |                                       | Oct '12   |
| Transportation Administration              | ADM117 |                               | 3        |   | 3        |                                   | 3        |                            | 3        |                                   | 3        | 05/09/12                              |           |
| Food Nutrition Administration              | ADM118 |                               | 3        |   | 3        |                                   | 3        |                            | 3        |                                   | 3        |                                       | May '13   |
| Business Ethics and Fraud Prevention       | ADM210 | 3                             |          | 3                                       |          |                                   | 3        | 3                          |          | 3                                 |          |                                       | Oct '12   |
| Budgeting Basics for School Business Off.  | B110   | 6                             |          | 6                                       |          | 6                                 |          |                            | 6        |                                   | 6        | 02/09/12                              | Feb '13   |
| Budgeting for School Operations            | B150   |                               | 6        |   | 6        |                                   | 6        | 6                          |          | 6                                 |          |                                       | Dec '12   |
| Budget Oversight and Financial Reporting   | B111   | 6                             |          | 6                                       |          | 6                                 |          | 6                          |          | 6                                 |          | 10/18/11                              |           |
| 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        |                                       | Mar '13   |
| Custodial Operations                       | BG115  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        |                                       | Mar '13   |
| Intro. Facilities & Grounds Administration | BG116  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        | 12/06/11                              |           |
| Maintenance Operations                     | BG120  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        | 06/18/12                              |           |
| Systems - HVAC, Electrical & Technology    | BG125  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        |                                       | Sep '12   |
| Utility and Energy Conservation            | BG130  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        |                                       | Sep '12   |
| Landscape and Grounds Management           | BG140  |                               | 3        |   | 3        |                                   | 3        | 3                          |          |                                   | 3        | 12/06/11                              |           |
| Principals of Education                    | F110   |                               | 3        |   | 3        |                                   | 3        | 3                          |          | 3                                 |          | 06/19/12                              |           |
| Public Relations & Internal Communications | F120   |                               | 3        |   | 3        |                                   | 3        | 3                          |          | 3                                 |          | 06/18/12                              |           |
| Governance & Operational Relationships     | F130   |                               | 3        |   | 3        |                                   | 3        | 3                          |          | 3                                 |          | 04/18/12                              |           |
| Intro. Human Resources Administration      | HR110  | 3                             |          |   | 3        |                                   | 3        |                            | 3        | 3                                 |          | 01/18/12                              |           |
| Benefits Administration                    | HR111  |                               | 3        | 3                                       |          |                                   | 3        |                            | 3        | 3                                 |          |                                       | Jan '13   |
| Labor Relations/Contract Admin.            | HR112  |                               | 3        |   | 3        |                                   | 3        |                            | 3        | 3                                 |          | 01/19/12                              |           |
| Payroll Administration                     | HR113  |                               | 3        | 3                                       |          |                                   | 3        |                            | 3        | 3                                 |          |                                       | Jan '13   |
| Collective Bargaining Strategy & Law       | HR114  | 3                             |          |   | 3        |                                   | 3        |                            | 3        | 3                                 |          | 05/09/12                              | Jun '13   |
| Managing People                            | HR115  |                               | 3        |   | 3        |                                   | 3        | 3                          |          | 3                                 |          | 06/19/12                              |           |
| Group Health/Medical Insurance             | HR116  | 3                             |          | 3                                       |          |                                   | 3        |                            | 3        | 3                                 |          | 01/19/12                              |           |
| Performance Evaluation                     | HR120  |                               | 3        |   | 3        |                                   | 3        |                            | 3        | 3                                 |          |                                       | Nov '12   |
| Human Resources Administration             | HR210  |                               | 3        |   | 3        |                                   | 3        |                            | 3        | 3                                 |          |                                       | Jan '13   |
| Group Unemployment Insurance               | HR216  |                               | 3        |   | 3        |                                   | 3        |                            | 3        | 3                                 |          |                                       | Jan '13   |
| 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        |                                       |           |