

IASBO CERTIFICATION PROGRAM

Effective 2/1/2016

COURSES/WORKSHOPS:	ID #	Chief Business Officer		Assistant Chief Business Officer		Business Office Specialist		Facilities Director		Human Resources Specialist		School Year Offered Fast Track	
		Required	Elective	Required	Elective	Required	Elective	Required	Elective	Required	Elective	2016-17	2017-18
Fund Accounting/ Budget Cycle/ Audits	A110	3		3		3		3		3			Nov '17
Information Reporting & Data Analytics	A111	3		3		3		3		3			Nov '17
Accrual Accounting	A114	3		3		3		3		3		05/10/17	May '18
Leadership	ADM110	3		3		3		3		3		11/01/16	Oct '17
School Law & Administrative Rules - Basic	ADM111	3		3		3		3		3		06/06/17	Jun '18
School Law & Administrative Rules - Adv.	ADM112	3		3		3		3		3		05/10/17	May '18
Public Works Law & Administration	ADM113	3		3		3		3		3		06/07/17	
Construction Finance	ADM114	3		3		3		3		3		06/07/17	
Risk Management/Environ. Health & Safety	ADM115	3		3		3		3		3		10/05/16	
Transportation Administration	ADM117		3		3		3		3		3		May '18
Food Nutrition Administration	ADM118		3		3		3		3		3	05/10/17	
Business Ethics and Fraud Prevention	ADM210	3		3		3		3		3		10/05/16	
Budgeting Basics for School Business Off.	B110	6		6		6		6		6		03/09/17	Mar '18
Budgeting for School Operations	B150		6		6		6		6		6	12/01/16	
Cash Management and Financial Oversight	B111	6		6		6		6		6			Oct '17
Budget Workshop (IASBO)	B112	20		20		20		20		20		Mar-Apr	Mar-Apr
Treasurer's Workshop (IASBO)	B113	20		20		20		20		20		Mar-Apr	Mar-Apr
Emergency Preparedness Management	BG110		3		3		3		3		3	04/11/17	
Custodial Operations	BG115		3		3		3		3		3	04/11/17	
Intro. Facilities & Grounds Administration	BG116		3		3		3		3		3		Nov '17
Maintenance Operations	BG120		3		3		3		3		3		Apr '18
Systems-HVAC, Electric, Plumbing & Tech.	BG125		3		3		3		3		3	09/21/16	
Utility and Energy Conservation	BG130		3		3		3		3		3	09/21/16	
Landscape and Grounds Maintenance	BG140		3		3		3		3		3		Nov '17
Principles of Education	F110	3		3		3		3		3		11/01/16	Oct '17
Public Relations & Internal Communications	F120	3		3		3		3		3		11/02/16	Oct '17
Governance & Operational Relationships	F130	3		3		3		3		3		11/02/16	Oct '17
Intro. Human Resources Administration	HR110	3		3		3		3		3			Apr '18
Benefits Administration	HR111		3		3		3		3		3	03/07/17	
Labor Relations/Contract Admin.	HR112		3		3		3		3		3		Apr '18
Payroll Administration	HR113		3		3		3		3		3	03/07/17	
Collective Bargaining Strategy & Law	HR114	3		3		3		3		3		06/06/17	May '18
Managing People	HR115		3		3		3		3		3		Jun '18
Group Health/Medical Insurance	HR116	3		3		3		3		3			Apr '18
Performance Evaluation	HR120		3		3		3		3		3	10/05/16	
Human Resources Administration	HR210		3		3		3		3		3	03/08/17	
Group Unemployment Insurance	HR216		3		3		3		3		3	03/08/17	
IASBO Seminars Not Listed Above	IASBO	10		5		10		5		5			
TOTAL REQUIRED		90	9	73	12	57	9	62	12	62	9		