





Michigan School Business Officials

			Business Office Manager	Business Office Specialist	Chief Financial Officer	Facilities Director	Child Nutrition Director	Human Resource Specialist	Operations Director	Pupil Accounting Auditor	Pupil Accounting Specialist	School Payroll Specialist	School Technology Mgmt	Transportation Director
Revenue, Expenditures and Budgeting Part 2	Fall (Oct)...Odd Yrs.	6			x									
Sanitation & Food Safety *	Offered by SNAM	10					x							
School Food Service Basics *	Offered by SNAM	10					x							
School Meal Program Requirements *	Offered by MDE	10					x							
Security/Disaster Recovery	Every Other Year	3											x	
Special Needs Transportation	Offered by MAPT	3												x
ServSafe *	Offered by SNAM	12					x							
State Agency Panel Discussion	MPAAA Fall/Spring Conf.	3								x	x			
Strategic Planning	Every Other Year	3			x				x					
Student Services Software Applications in Education	Every Third Year	3											x	
Systems - HVAC, Electrical & Technology	Every Other Year	3				x								
TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	Every Other Year	6						x				x		
Team Leadership *	Every Year (March)	3	x	x	x	x	x	x	x	x	x		x	
Technology for the Business Manager	Every Other Year	3	x		x									
Technology in Administration	Every Third Year	6											x	
Technology in the Classroom	Every Third Year	6											x	
Technology in Education	Every Other Year	6											x	
Technology for Operational Management	Every Other Year	6							x					
Technology Policies	Every Other Year	3											x	
Time Management	Every Other Year	3							x					
Transportation Facility Operations	Offered by MAPT	6												x
Transportation for the Business Manager	Every Other Year	3			x									
Use of Technology for Human Resource Management	Every Other Year	3						x						
Utilities & Energy Efficiency	Every Other Year	3				x								
Verbal Communication Skills *	Offered by SNAM						x							
Veteran Pupil Accounting Auditing	MPAAA Fall/Spring Conf.	5 or 4								x				
Veteran Pupil Accounting Specialists	MPAAA Fall/Spring Conf.	5 or 4									x			
Working with Contractors	Every Other Year	3											x	
Wrap-up/Ethics	Every Year (MSBO Annual Conf.)	2	x	x	x	x	x	x	x	x	x	x	x	x
Writing Bus Specifications	Offered by MAPT	3												x
Year-End Payroll & Tax Returns (941), W-2s, etc.	Every Other Year	6										x		
Elective hours from outside your certification track but required in another.	All Throughout the Year		6	6	6	6	3	6	6	6	6	3	6	3
Group Solutions (Renewal requirement) - offered in 6.5 hour increments	Twice a year...Fall/Winter	13	x		x									
* If you are in the CND program, please check the certification sheet since you only need to select one of these classes from each group.														
Revised 03/19/12														