



Michigan School Business Officials

			Business Office Manager	Business Office Specialist	Certified Purchasing Officer	Chief Financial Officer	Chief Technology Officer	Child Nutrition Director	Facilities Director	Human Resource Specialist	Operations Director	Pupil Accounting Auditor	Pupil Accounting Specialist	School Payroll Specialist	Specialist in Educational Data	Transportation Director
Pupil Accounting Auditing Reporting	MPAAA Fall/Spring Conf.	3										x				
Pupil Accounting Auditors in Action	MPAAA Fall/Spring Conf.	3										x				
Pupil Accounting Legal Issues	MPAAA Fall/Spring Conf.	2										x	x			
Pupil Accounting Legislative Primer	MPAAA Fall/Spring Conf.	3										x	x	x		
Pupil Accounting Specialists in Action	MPAAA Fall/Spring Conf.	3											x			
Purchasing Overview	Every Year (Webinar...Dec)	3	x		x	x			x							
Purchasing Advanced	Every Other Year	6			x											
Record Keeping, Retention, Automation	Every Other Year	3													x	
Sanitation & Food Safety *	Offered by SNAM	10						x								
School Food Service Basics *	Offered by SNAM	10						x								
School Meal Overview Training	Offered by MDE	20						x								
Security/Disaster Recovery	Every Other Year	3					x									
Special Needs Transportation	Offered by MAPT	3														x
ServSafe *	Offered by SNAM	12						x								
State Reporting 101	Every Other Year	6													x	
Strategic Planning	Every Other Year	3					x				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	x	x	x	x
Technology for the Business Manager	Every Other Year	3	x			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								x	
Time Management	Every Other Year	3					x				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							
Vision, Strategic Planning & Implementation	Every Third Year	6					x									
Wrap-up/Ethics	Every Year (MSBO Annual Conf.)	2	x	x	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	0	6	3	6	6	6	6	6	3	6	3
Group Solutions (Renewal requirement) - offered in 6.5 hour increments	Twice a year...Fall/Winter	6	x			x										
Financial Statement Preparation Workshop (Renewal Requirement)	Once a year In June	6	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.																