

## MSBO Certification Track Requirements

This certification program and its courses have been created and reviewed by the MSBO Professional Development Committee in conjunction with the Facilities Management, Food Service, Transportation, and Technology Committees. An applicant for certification must be an active member of MSBO and employed by a Michigan school district.

Certification courses are offered through MSBO. In some circumstances courses from other sources may be counted toward MSBO certification. Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program are continuing to evaluate and make minor modifications as deemed appropriate.

*MSBO certification courses provide a great deal of information in a short time. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.*

Although anyone may benefit from certification courses, the full program is generally intended for people in their first 1-5 years of employment.

However, any person employed in Michigan school business operations who meets the stated requirements may receive certification. There is no requirement for holding a particular position in a school district.

For those who already have more experience, MSBO will evaluate their background to determine how much additional training is required prior to granting certification.

“ I found a welcoming environment as I attended the training sessions with other school business professionals, and I can honestly say that the classes provided an excellent foundation for my transition into school finance. Each class was delivered professionally and in an engaging manner.”

–Mike Zopf,  
Northville Public Schools

“ I value MSBO Certification for my staff because I know the skills and knowledge gained from this professional development is accurate and immediately applicable.”

–Angie McArthur, Superintendent,  
Engadine Consolidated Schools



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Voluntary Certification Program



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## Challenge Yourself

Michigan School Business Officials (MSBO) certification is a voluntary program that provides information to school business professionals to assure continuing professional development throughout their careers. In developing the program, several guidelines were used:

- Provide access to information needed to succeed on the job.
- Offer practical overviews of key areas of law, regulation, and practice.
- Identify resources for in-depth and additional information that may be utilized at a later time.
- Assure a quality curriculum is developed and monitored by the MSBO Professional Development Committee.
- Use experienced practitioners to teach classes.
- Offer classes at regular intervals and reasonable prices.
- Utilize adult learning principles and provide a learning environment where colleagues can share experiences and information.

## MSBO teams up with Davenport University

Michigan School Business Officials and Davenport University have created an articulation agreement that allows curriculum from MSBO certifications to be accepted as transfer credit at any Davenport University campus location.

In order to be eligible for credit you must have completed one of the certification tracks.

[Click here](#) for a list of Davenport University credit hours awarded for each MSBO Certification.

## 14 certification tracks specific to the specialty and content areas.

[Business Office Manager](#) (BOM): Purchasing, Personnel and Payroll

[Business Office Specialist](#) (BOS): Day-to-day business functions

[Chief Financial Officer](#) (CFO): Business Office, Transportation, Personnel, Food Service, Facilities, and Technology

[Chief Technology Officer](#) (CTO) *formerly School Technology Management*: Technology use for student access and district personnel

[Child Nutrition Director](#) (CND): Menu Planning and Nutrition for Students

[Facilities Director](#) (CFD): Buildings, Grounds and Maintenance

[Human Resource Specialist](#) (HRS): Benefits, Training, Employee Evaluations, Personnel Records and State Reporting

[Operations Director](#) (COD): Transportation and Facilities Operations

[Pupil Accounting Auditor](#) (PAA): Auditing Data Records of Michigan Public Schools and Public School Academies

[Pupil Accounting Specialist](#) (PAS): Pupil Accounting Records and Required Submissions

[Purchasing Officer](#) (CPO): Purchasing Managers, Supervisors and those who are responsible for Purchasing

[School Payroll Specialist](#) (SPS): Payroll and Record Keeping

[Specialist in Educational Data](#) (SED): Data Extraction and Data Reporting

[Transportation Director](#) (CTD): Transporting Students

## Why should I become certified?

Obtaining certification demonstrates a dedication to your profession. School districts that hire business officials believe certification matters.

## Do I qualify?

To become certified, you need to be a member of MSBO and fill out a [Letter of Commitment](#).

Each of the certification tracks has different requirements. Unless you have been [grandparented](#), you must have the prerequisites or take all the classes in the track.

## Can I be grandparented into the program?

You are a candidate for grandparenting if you have over five years of school experience and satisfy the prerequisites of the certification track you wish to be certified in. If you think you have experience or have taken classes that may be used toward a certification track, complete the [grandparenting application](#) and return it to MSBO. Determination is made on a case-by-case basis.

## How do I Apply?

Fill out and return the [Letter of Commitment](#) to MSBO. You must complete the certification program within three years of taking your first class, unless you obtain a waiver.

## How do I maintain my certification? Are there continuing education requirements?

Continuing education requirements include job-related education. This consists of professional development that includes learning a new skill or college courses. These hours must be completed within a five-calendar-year period from the time you receive your certification.

- 150 hours for CFO — 150 SCECHs or six (6) semester credit hours; or
- 90 hours for all other tracks — 90 SCECHs or three (4) semester credit hours.
- Chief Financial Officer and Business Office Manager Certificates must attend one Group Solutions Seminar and one Financial Statement Preparation Workshop during your five-calendar-year renewal period. (*The MSBO Leadership Institute can be used in place of the Group Solutions requirement. It is a 1-year program, which you must be accepted into and attend all sessions to qualify.*)
- You must be an active member of MSBO and employed by a Michigan school district to renew your certification.

*There is a \$60 fee for initial certification and \$30 fee every five (5) years for continuing certification.*

## Get started today!

Fill out the [Letter of Commitment](#).

The Michigan Association of School Administrators and Michigan Association of School Boards have endorsed the MSBO Certification Program.

