



MICHIGAN SCHOOL BUSINESS OFFICIALS

# MSBO Voluntary Certification Program

Presented by:

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Michigan School Business Officials

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# MSBO Certification

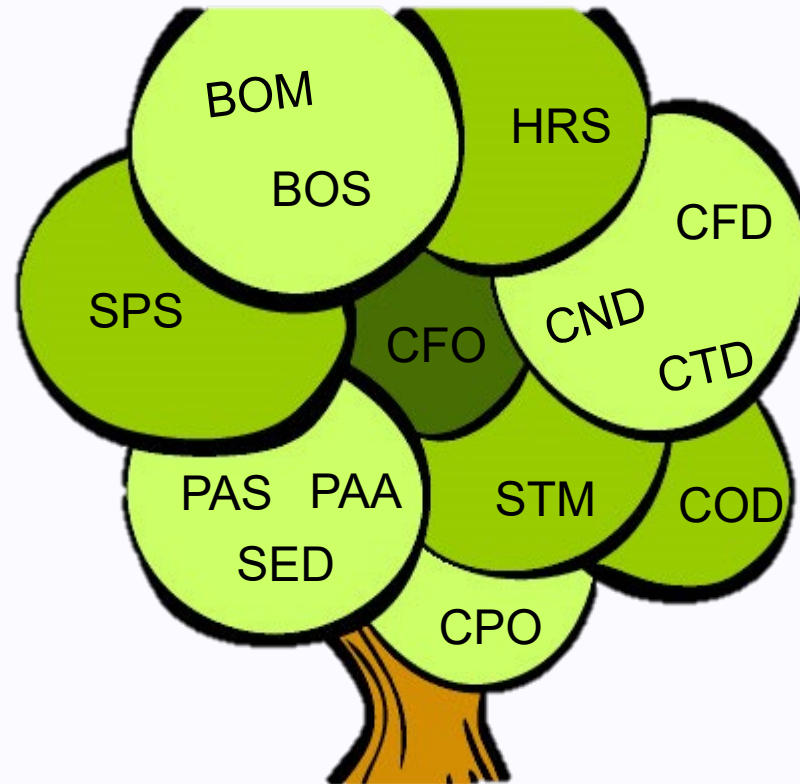
- Voluntary Program
- Practical information
- Advances professionalism
- Base of knowledge



# Where Do You Want to Go?



# Fourteen Certification Programs



# Qualifications



- Current MSBO member
- Aspiring school business official
- Employed by a Michigan School District
- Bachelor's Degree, Associate's Degree or none depending on certification track
- CFO, BOM & SPS require accounting hours



# Start the Program

Three years to finish line

Complete required classes

Letter of Commitment

START



# Years of Experience

- Grand parenting in any track except for CFO
- Must meet all the pre-requisites
- Waive degree if:
  - 5 years experience – waive AS
  - 10 years experience – waive BA



# Years of Experience

## Grand parenting (cont)

- 6-10 years of school experience
  - 18 hours and the wrap-up session
- 11-14 years of school experience
  - 12 hours and the wrap-up session
- Over 15 years of school experience
  - 6 hours and the wrap-up session

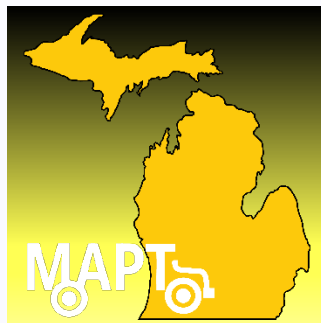




# Where Can I Find the Classes?



**MACUL** MICHIGAN ASSOCIATION FOR  
COMPUTER USERS IN LEARNING



# Certification in Multiple Tracks

- ▶ If classes are in both, only take once
- ▶ Must take electives in all tracks except for CFO
  - ▶ Electives are certification classes not required in your track but required in another



# Receive Certificate

- Complete all requirements
- Final application - \$60 application fee



# Maintaining Certification

- ▶ Continuing education requirements job-related education – 5 Years
  - ▶ 150 hours total for CFO
  - ▶ 90 hours for all other tracks
  - ▶ CFO and BOM certification programs, include Group Solutions and Financial Statement Preparation. Business Manager Academy and Leadership Institute can replace the Group Solutions requirement.



# Maintaining Certification



- MSBO Leadership Institute
  - All certification tracks
  - Year-long program
    - One-on-one coaching
    - Online learning community
    - Face-to-face meetings
  - Replaces Group Solutions Requirement



# Maintaining Certification



- MSBO Business Manager Academy (BMA)
  - All business certification tracks
  - Year-long program
    - One-on-one coaching
    - Face-to-face meetings or virtual
  - Replaces Group Solutions Requirement



# Maintenance in Multiple Tracks

- ▶ Must maintain full hours in one and then  $\frac{1}{2}$  of the hours in another track
  - ▶ CFO – 150 plus  $\frac{1}{2}$  or 45 hours of another
  - ▶ Other tracks – 90 hours +  $\frac{1}{2}$  or 45 hours



# What Counts for Renewal Hours?

- ▶ Any training that your district sends you to
  - ▶ Need agenda and proof of attendance
  - ▶ More information can be found at [Frequently Asked Questions - MSBO](#)
- ▶ Use MOECS – [www.Michigan.gov/moecs](http://www.Michigan.gov/moecs)
- ▶ SCECHs
- ▶ College courses
- ▶ Any of the certification classes





# Renew Certification

- Renewal application - \$30 application fee
  - When due? One month before expiration date
- MSBO membership must be current
- New certificate is issued



# What if I Can't Complete?

- ▶ Extension request



# SFO® CERTIFICATION

- ASBO International's Certified Administrator of School Finance and Operations® (SFO®) program
  - Application process
  - Exam
  - Yearly renewal - [Earn Your Certification \(asbointl.org\)](http://asbointl.org)



# State Certification

- MOECS captures SCECHs
- Renew on Michigan Online Educator Certification System (MOECS) –  
[www.michigan.gov/moeecs](http://www.michigan.gov/moeecs)



# Professional Development Committee

- ▶ Purpose

The Professional Development Committee develops and establishes policies and procedures to maintain the integrity of the MSBO certification program.

- ▶ Chair

Neil R. Cassabon, CFO

Warren Woods Public Schools

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# Want to be Among the Elite?

- Since Inception (1999)
  - 3420 completed certification
- Currently Enrolled
  - 1324 Initials
  - 1795 Renewals



# Thank You!

For more information

<https://www.msbo.org/msbo-certification-program/>

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