MSBO CERTIFICATION

			Business Office Manager	Business Office Specialist	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	School Purchasing Specialist	Specialist in Educational Data	Transportation Director
Degree Required:																
Associate				x					x		x		x	x		
BA/BS or equivalent			x		x	x										
Hours Required:			52	34	88	59	Up to 61	56	61	80	50	50	43	52	50	66
# Accounting Hours (semesters)			8		18								4			
Continuing Education Requirement (hours within 5 years)			90	90	150	90	90	90	90	90	90	90	90	90	90	90
Grandparenting Provision			y	y	n	y	y	y	y	y	y	y	y	y	y	y
Class:	**Offered by:**	**# Hours**														
Accident Investigation Procedures	MSBO	3														x
Accounting Manual for Payroll Professionals	MSBO	3											x			
Auditing I	MPAAA	3									x					
Auditing II	MPAAA	3									x					
Basic Transportation Management	MAPT	18								x						x
Benefits/Retirement	MSBO	3							x							
Bonding/Borrowing/Investing	MSBO	3			x											
Cash Management	MSBO	3	x	x	x											
Certification Wrap-up	MSBO	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Collective Bargaining Agreement, Contracts	MSBO	3	x	x	x				x				x			
Computerized Facility Management	MSBO	3						x								
Conflict Resolution (SNAM #143)	SNAM	3					x									
Core Competencies Training for New Directors *	MDE	18					x									
Custodial Operations	MSBO	3						x		x						
Data Mining	MSBO	3													x	
Data Quality I	MPAAA	3									x	x			x	
Data Quality II	MPAAA	3										x			x	
Days and Hours	MPAAA	3									x	x				
Developing and Managing RFPs	MSBO	6												x		
Educational Data and Its Uses	MPAAA	3													x	
Effective Communications *	MSBO	3	x		x	x	x	x	x	x	x	x		x	x	x
Emergency Preparedness Management	MSBO	3						x								
Enterprise Software Applications	MSBO	3				x										
Environmental Health and Safety	MSBO	3						x								
Facilities for Business Manager	MSBO	3			x											
Facility Planning, Design and Construction	MSBO	3						x		x						
Financial Analysis	MSBO	3						x								
Financial Management (SNAM #415)	SNAM	4					x									
Food Service for the Business Manager	MSBO	3			x											
Food Service Program Accountability	MSBO	3					x									
How to Process and Evaluate Bids	MSBO	3												x		
Human Resource for the Business Manager	MSBO	3			x											
Human Resource for Transportation	MAPT	6														x
Instructional Program Evaluation	MSBO	3			x											
Insurance & Risk Management	MSBO	3			x											
Introduction to CEPI	MPAAA	3									x	x			x	
Introduction to Facilities Management	MSBO	3						x								
Introduction to Operations Management	MSBO	6								x						
Introduction to Pupil Accounting I	MPAAA	3									x	x			x	
Introduction to Pupil Accounting II	MPAAA	3										x				
Introduction to Pupil Auditing	MPAAA	3									x	x				
Introduction to School Business	MSBO	14	x	x	x				x				x	x		
Introduction to State Agency Resources	MPAAA	1									x	x				
Labor Relations/Employment Law	MSBO	6	x		x		x		x	x						x
Laws/Rules & Regulations	MAPT	4														x
Liability & Tort Law	MAPT	3														x
Maintenance Operations	MSBO	3						x		x						
Managing Emergencies	MSBO	6								x						
Managing Staff Training	MAPT	3														x
Michigan Student Data System in Depth (MSDS)	MPAAA	3													x	
Nutrition I (SNAM #180)	SNAM	10					x									
Organizational Applications	MSBO	3				x									x	
Organizational Technology Audits	MSBO	3				x										
Overview of Human Resource Management	MSBO	6							x							
Overview of School Finance for Technology	MSBO	3				x										
Overview of State Reporting	MPAAA	3										x				
Payroll & Related Personnel Issues	MSBO	3	x		x											
Performance Evaluations for Personnel	MSBO	3				x		x	x	x						
Preparing Your Financial Picture	MSBO	12			x											
Principles of Budgeting	MSBO	3						x		x						
Principles of Contract Writing	MSBO	3												x		

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Principles of Education	MSBO	3	x	x	x	x		x	x	x	x	x	x	x	x	x
Property Tax Overview	MSBO	6			x											
Pupil Accounting Auditing Reporting	MPAAA	3									x					
Pupil Accounting Legal Issues	MPAAA	2									x	x				
Pupil Accounting Legislative Primer	MPAAA	3									x	x			x	
Purchasing Overview	MSBO	3	x		x			x						x		
Purchasing Advanced	MSBO	6												x		
Record Keeping, Retention, Automation	MSBO	3											x			
Sanitation & Food Safety *	SNAM	10					x									
School Meals Overview Workshop	SNAM	10					x									
School Nutrition Basics (SNAM #100) *	SNAM	10					x									
Security/Disaster Recovery	MSBO	3				x										
Special Needs Transportation	MAPT	3														x
ServSafe (SNAM #132) *	SNAM/MSU Extension/ServSafe	8					x									
Strategic Planning	MSBO	3			x					x						
Systems - HVAC, Electrical & Technology	MSBO	3						x								
TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	MSBO	6							x				x			
Team Leadership *	MSBO	3	x	x	x	x	x	x	x	x	x	x		x	x	
Technology for the Business Manager	MSBO	3	x		x											
Technology in the Classroom	MSBO	6				x										
Technology in Education	MSBO	6				x										
Technology for Operational Management	MSBO	6								x						
Technology Policies	MSBO	3				x									x	
The Auditor's Year	MPAAA	3									x					
The Recipe	MPAAA	3										x				
Time Management	MSBO	3				x				x						
Topics in Pupil Accounting	MPAAA	3													x	
Transportation Facility Operations	MAPT	6														x
Transportation for the Business Manager	MSBO	3			x											
Use of Technology for Human Resource Management	MSBO	3							x							
Utilities & Energy Efficiency	MSBO	3						x								
Vision, Strategic Planning & Implementation	MSBO	6				x										
Writing Bus Specifications	MAPT	3														x
Year-End Payroll & Tax Returns (941), W-2s, etc.	MSBO	6											x			
Elective Hours - Certification class from outside your track, but required in another MSBO certification track.	MSBO/SNAM/MAPT/MPAAA		6	6	0	6	3	6	6	6	6	6	3	6	6	3
CFO/BOM Renewal Class Requirements (each taken once in your 5 year renewal period):																
Group Solutions - Current Issues	MSBO	6	x		x											
Financial Statement Preparation	MSBO	6	x		x											

*If you are in the CND program, please check the certification sheet for required classes

Revised 07/16/2026