

Track Your Progress in the MASBO Voluntary Certification Program



Completion of the MASBO Certification Program requires the following within five years of date of acceptance into the program:

- ✓ MASBO Institute (or seven years school business experience)
- ✓ Certification Courses – I I Courses (33 hours)
- ✓ Additional MASBO Credit Hours (from only MASBO Conferences and Workshops) – 27 hours

Whenever you attend a MASBO event, that information is automatically uploaded and stored in your Professional Development Profile (find it on our website by clicking on “Manage Profile” in the upper right corner, and then “Professional Development.” You may track your progress by referring to this profile, or by printing off this tracking sheet (we recommend keeping it in the front pocket of your certification binder).

Requirements for Completion

- ✓ MASBO Institute/Seven Years of School Business Experience (pre-requisite of program)
- ✓ Completion of I I Certification Courses
 - Levy Process II
 - Special Education II
 - Accounting & Auditing II
 - General Education Funding II
 - Food Service II
 - Legal & Personnel II
 - Budgeting II, Part I
 - Transportation II
 - Cash Management & Investing II
 - Budgeting II, Part 2
 - Buildings & Grounds II
- ✓ 27 Hours of Additional MASBO Credit Hours (from conferences and workshops)

| Date | Event Name | Number of Credits |
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| TOTAL | | |

After all requirements have been met, submit the online Certification Completion Form, found on the MASBO website under Professional Development > Certification Program.