

# Overview of Requirements



		Business Office Manager	Business Office Specialist	Chief Financial Officer	Facilities Director	Food Service Director	Human Resource Specialist	School Payroll Specialist	School Technology Management	Transportation Director
Associate Degree			x				x	x		
BA/BS or equivalent		x		x					x	
Hours required		52	34	85	56	59	61	43	59	65
# Accounting Hours (semesters)		8		18				4		
Continuing Education Requirement (hours in 5 years)		90	90	180	90	90	90	90	90	90
Grandparenting Provision		y	y	n	y	y	y	y	y	y
CLASS	# Hours									
Accident Investigation	3									x
Accounting Manual & Chart of Accounts	3							x		
Administrative Software Applications	3								x	
Basic Transportation Issues (MAPT)	18									x
Benefits/Retirement	3						x			
Bonding/Borrowing/Investing	3			x						
Budget for Facilities Director	3				x					
Budgeting for Food Service	3					x				
Cash Management	3	x	x	x						
Collective Bargaining Agreement, Contracts	3						x	x		
Computerized Facility Management	3				x					
Custodial Operations	3				x					
Customer Relations for Food Service	3					x				
Effective Communications (formerly Public Relations & Internal Communications)	3	x		x	x	x	x		x	x
Emergency Management	3				x					
Environmental Health and Safety	3				x					
Facilities for Business Manager	3			x						
Facility Design & Construction	3				x					
Facility Planning & Bonds	3				x					
Financial Analysis	3				x					
Food Service Computer Systems	3					x				
Food Service Design & Construction	3					x				
Food Service for CFO	3			x						
Food Service Health/Safety Issues	3					x				
Food Service Program Accountability	3					x				
Grant/Fund Writing	3								x	
Human Resource Leadership	3									x
Implementation & Planning	6								x	
Information Systems	3	x	x	x						
Instructional Program Evaluation	3			x						
Insurance & Risk Management	3			x		x				
Introduction to Facilities Management	3				x					
Introduction to School Business	14	x	x	x			x	x		
Labor Relations/Employment Law	6	x		x		x	x			x
Maintenance Operations	3				x					
Marketing for Food Service	3					x				
Menu Planning & Nutrition Integrity	3					x				
New Food Service Director Training (MDE)	6					x				
Overview of Human Resource Management	6						x			

See reverse for more classes.

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CLASS	# Hours	Business Office Manager	Business Office Specialist	Chief Financial Officer	Facilities Director	Food Service Director	Human Resource Specialist	School Payroll Specialist	School Technology Management	Transportation Director
Payroll & Related Personnel Issues	3	x		x						
Performance Evaluations for Personnel	3						x			
Principles of Education	3	x	x	x	x	x	x	x	x	x
Purchasing	3	x		x	x				x	
Purchasing for Food Service	3					x				
Record Keeping, Retention, Automation	3							x		
Revenue, Expenditures and Budgeting Part 1	6			x						
Revenue, Expenditures and Budgeting Part 2	6			x						
Special Needs Transportation (MAPT)	6									x
Strategic Planning	3			x						
Student Discipline	3									x
Student Services Software Applications in Education	3								x	
Systems - HVAC, Electrical & Technology	3				x					
TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	6						x	x		
Team Leadership	3	x	x	x	x	x	x		x	x
Technology for the Business Manager	3	x		x						
Technology for Human Resource Management	3						x			
Technology in Administration	6								x	
Technology in Education	6								x	
Technology in the Classroom	6								x	
Technology Policies	3								x	
Time Management/Total Quality Management	3									x
Transportation Facility Operations (MAPT)	6									x
Transportation for CFO	3			x						
Utilities & Energy Efficiency	3				x					
Working with the Architect	3								x	
Wrap-Up/Ethics	2	x	x	x	x	x	x	x	x	x
Year-End Payroll & Tax Returns (941), W-2s, etc.	6							x		
Elective hours from outside your certification track but required in another.		6	6	6	6	6	6	3	6	6
Group Solutions (Renewal requirement)	13	x		x						

## Questions about MSBO's Voluntary Certification Program?

Contact Courtney Byam at 517.327.5937 or by e-mail at [cbyam@msbo.org](mailto:cbyam@msbo.org); or

Debbie Kopkau at 517.327.2587 or by e-mail at [dkopkau@msbo.org](mailto:dkopkau@msbo.org).