

SC School Business Official Certification Program Enrollment/Interest Form



Certified School Business Officer (\$1400)

Name: _____

School District: _____

Address: _____

Phone: _____

Certified School Business Specialist (\$700)

Name: _____

School District: _____

Address: _____

Phone: _____

Certified School Business Officer

- Must be an active Member of SCASBO
- Must have been employed in school finance arena for a minimum of 5 years
- Will be required to complete all 4 sessions for a total of 40 hours of class time and pass all 4 session exams.

Certified School Business Specialist

- Must be an active Member of SCASBO
- Must have been employed in school finance arena for a minimum of 2 years
- Will be required to complete 2 designated sessions for a total of 20 hours of class time and pass 2 related session exams.

Individuals currently employed in a public school system or the SC Department of Education may seek certification, with a written justification, if not currently employed in a finance position (i.e., superintendents, principals, human resource officers, board members, etc.)

IF YOU WISH TO REGISTER FOR THE CERTIFICATION PROGRAM, PLEASE COMPLETE AND SUBMIT THIS FORM BY EMAIL TO BRAD WILLARD AT bwillard@chesterfieldschools.org OR MAIL TO POST OFFICE BOX 6563, COLUMBIA, SC 29260 BY FRIDAY, NOVEMBER 18, 2016. PLEASE CONTACT BRAD WITH ANY QUESTIONS AT THE EMAIL ADDRESS LISTED ABOVE OR BY PHONE AT (843) 517-3795.