

# SC School Business Official Certification Program Enrollment/Interest Form



## Certified School Business Officer (\$1400)

Name: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

## Certified School Business Specialist (\$700)

Name: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

### 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.)*