

MSBO Certification Track Requirements

This certification program and its courses have been created and reviewed by the Professional Development Committee of MSBO in conjunction with the Facilities Management, Food Service, Transportation, and Technology Committees. An applicant for certification must be an active member of MSBO and employed by a Michigan school district.

Certification courses are offered through MSBO and the Michigan Institute for Educational Management (MIEM). In some circumstances courses from other sources may be counted toward MSBO certification. Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program are continuing to evaluate programs and make minor modifications as deemed appropriate.

MSBO certification courses provide a great deal of information in a short time. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Although anyone may benefit from certification courses, the full program is generally intended for people in their first 1-5 years of employment.

However, any person employed in michigan school business operations who meets the stated requirements may receive certification. There is no requirement for holding a particular position in a school district.

For those who already have more experience, MSBO will evaluate their background to determine how much additional training is required prior to granting certification.

“ I found a welcoming environment as I attended the training sessions with other school business professionals, and I can honestly say that the classes provided an excellent foundation for my transition into school finance. Each class was delivered professionally and in an engaging manner. ”

–Mike Zopf,
Northville Public Schools

“ I value MSBO Certification for my staff because I know the skills and knowledge gained from this professional development is accurate and immediately applicable. ”

–Angie McArthur, Superintendent,
Engadine Consolidated Schools



For more information, contact

Courtney Byam at cbyam@msbo.org,
517.327.5937

Debbie Kopkau at dkopkau@msbo.org,
517.327.2587

Or visit www.msbo.org

FOCUS on your future



Voluntary Certification Program



Michigan School Business Officials
1001 Centennial Way, Suite 200
Lansing, MI 48917

517.327.5920

www.msbo.org

Challenge Yourself

Michigan School Business Officials (MSBO) Certification is a voluntary program that provides focused training to school business officials.

- We offer practical information that will help school business officials succeed and excel in their employment; and,
- Establish a basis for advancing professionalism of school business officials and assuring school districts that current or prospective business officials have a base of knowledge about laws, regulations, and procedures for functioning in a Michigan public school.

14 certification tracks specific to the specialty and content areas.

[Business Office Manager \(BOM\)](#): *Purchasing, Personnel and Payroll*

[Business Office Specialist \(BOS\)](#): *Day-to-day business functions*

[Certified Purchasing Officer \(CPO\)](#): *Purchasing Managers, Supervisors and those who are responsible for Purchasing*

[Chief Financial Officer \(CFO\)](#): *Business Office, Transportation, Personnel, Food Service, Facilities, and Technology*

[Child Nutrition Director \(CND\)](#) *formerly Food Service Director*: *Menu Planning and Nutrition for Students*

[Educational Data Specialist \(EDS\)](#): *Data Extraction and Data Reporting*

[Facilities Director \(CFD\)](#): *Buildings and Grounds*

[Human Resource Specialist \(HRS\)](#): *Benefits, Training, Employee Evaluations, Personnel Records and State Reporting*

[Operations Director \(COD\)](#): *Transportation and Facilities Operations*

[Pupil Accounting Auditor \(PAA\)](#): *Auditing Data Records of Michigan Public Schools and Public School Academies*

[Pupil Accounting Specialist \(PAS\)](#): *Pupil Accounting Records and Required Submissions*

[School Payroll Specialist \(SPS\)](#): *Payroll and Record Keeping*

[School Technology Management \(STM\)](#): *Data Collection and Technology Personnel*

[Transportation Director \(CTD\)](#): *Transporting Students*

Why should I become certified?

Obtaining certification demonstrates a dedication to your profession. School districts that hire business officials believe certification matters.

Do I qualify?

Requirements vary for each of the 14 certification tracks. Each program will be offered by MSBO, through the Michigan Institute for Educational Management (MIEM), or in partnership with other organizations.

Applicants for certification may apply to use college classes or seminars to meet subject area requirements. Credit for non-MSBO sponsored programs will be allowed at the discretion of MSBO on a case-by-case basis. Contact MSBO for additional information at msbo@msbo.org.

How do I Apply?

Fill out and return the [Letter of Commitment](#) to MSBO. You must complete the certification program within three years of taking your first class, unless you obtain a waiver.

MSBO teams up with Davenport University

Michigan School Business Officials and Davenport University have created an articulation agreement that allows curriculum from MSBO certifications to be accepted as transfer credit at any Davenport University campus location.

In order to be eligible for credit you must have completed one of the certification tracks. [Click here](#) for a list of Davenport University credit hours awarded for each MSBO Certification.

Are there continuing education requirements?

Continuing education requirements must be approved; job-related education and the following must be completed within a five-calendar-year-period:

- 150 hours for CFO–150 SCECHs or six (6) semester credit hours; or
- 90 hours for all other tracks–90 SCECHs or three (3) semester credit hours.
- For holders of Chief Financial Officer and Business Office Manager Certificates you must attend 13 hours of Group Solutions Seminars during your five-calendar-year renewal period. *(The new MSBO Leadership Institute can be used in place of the Group Solutions requirement. It is a 1-year program, which you must be accepted into and attend all sessions to qualify.)*
- You must also be an active member of MSBO and employed by a Michigan school district to renew.

There is a \$60 fee for initial certification and \$30 fee every five (5) years for continuing certification. All records are maintained by MSBO.

Get started today!

Fill out the [Letter of Commitment](#).

The Michigan Association of School Administrators and Michigan Association of School Boards have endorsed the MSBO Certification Program.

MASBLeadStrong
Michigan Association of School Boards

