

## **IDAHO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

### **VOLUNTARY CERTIFICATION PROGRAM**

#### **REGISTRATION RENEWAL**

The continuing education of school business officials is essential to enable schools to cope with rapidly changing conditions. To ensure the highest level of professionals at all levels of school business management, the Voluntary Certification Program of IASBO requires re-certification every three (3) years. Mandating re-certification ensures that registrants maintain their expertise in the field by participating in continuing education and professional development activities. Maintaining the certification requires the participant to make a concerted effort to continually hone their professional expertise.

#### **MAINTAINING CERTIFICATION**

To maintain certification, a school business official must accumulate professional credits and every three years submit a completed registration renewal form to IASBO. This form will compile his/her activities and demonstrate the accumulation of twenty-four (24) hours of additional professional development activities.

#### **REGISTRATION RENEWAL**

The first renewal date after initial certification is every three years following the date appearing on the certificate. Professional credits for renewal can be accumulated any time from the date appearing on the certificate to June 1st immediately preceding the next renewal date.

**For Example:** *Officials registered and receiving a certificate dated September 12, 1998, must file a record of twenty-four (24) hours of additional professional development earned between September 13, 1998 and June 1, 2001 with the IASBO Certification Registrar. Their certification will be renewed for a three (3) year period effective July 1, 2001.*

#### **FEES**

A fee of \$10.00 is charged of each three-year renewal period. This fee partially offsets the cost of administering the certification program.

**ACCEPTABLE PROFESSIONAL DEVELOPMENT ACTIVITIES FOR  
MAINTENANCE CREDIT**

**I. Membership**

- a. Continued membership in IASBO

**II. Approved Workshop Topics For Certification Renewal**

- a. Accounting, Auditing, And Reporting
- b. Financial Management
- c. Business And Personnel Management
- d. Information Processing And Systems Management
- e. Law And Legal Responsibilities
- f. IASBO Sponsored Or Approved Workshops

**III. Approved Credit Coursework For Certification Renewal**

Successful completion of an accredited college or university course when the subject matter relates directly to school business management subjects.

Successful completion of a continuing education course directly related to school business management.