

Practicum Substitution Form CBO Certification

The purpose of this form is to verify an individual's experience or training necessary to satisfy the practicum requirement for CASBO's CBO Certification, assuming the applicant did not complete a CASBO-approved CBO training program or fulfill the requirement with a four (4) unit college course.

Applicant's **Last Name**

First Name

Applicant's **Current Employer**

Applicant's **Official Title**

Applicant's **Start Date in Current Role** (DD/MM/YY)

Applicant satisfies one of the following requirements (A or B). If B, applicant must contact CBOEvaluator@casbo.org for pre-approval and signature.

- A. Applicant is a current or former CBO with at least 12 months of CBO experience in the last two years, directly working or supervising employees in all of the following areas:
- **Accounting** - Includes the basic accounting necessary to complete all state-required forms and provide information and reports requested by superiors.
 - **Attendance Accounting** - Includes not only the preparation of all state-required forms, but also an understanding of the intricacies of the relationship between income and student attendance.
 - **Auditing** – Includes familiarization with both the state auditing requirements and methods to avoid being out of compliance.
 - **Budget Development and Control** – Includes the preparation of a district budget that has been approved by the school district Board of Trustees.
 - **Business Services Overview** - Includes broad experience in all the areas supervised by a typical CBO, including such skills as the ability to effectively organize and manage a group of people.
 - **Collective Bargaining** - Includes preparation or the supervision of the preparation of materials and information as requested by a Board of Trustees or Superintendent.
 - **Creative Financing/Entrepreneurship** – Includes a knowledge of methods of financing projects, both public and private to ensure the district has reviewed all of the known financing options available during decision-making processes.
 - **Facility Planning and Construction** – Includes experience in financing, bonding and other revenue generating methods, planning and construction of district modernization and growth projects is necessary.
 - **Food Services** – Includes a basic knowledge of the funding and delivery of food services to students.

- **History of California Finance** – Includes a general knowledge of how the current method of public schools financing is developed from the passage of the revenue limit concept, SB 90, to the present.
- **Human Resources/Management** – Includes a demonstrated ability and knowledge of human resources, personnel and management techniques.
- **Information/Technology Systems** – Includes the ability to supervise the planning and installation of information and technology systems.
- **Institution of Education** – Includes a knowledge appreciation of what teachers and administrators need to be effective at the school sites and sensitivity to those needs is necessary for appropriate decision-making.
- **Leadership/Strategic Planning** – Includes demonstration of effective leadership qualities as well as the ability to develop and implement long-range plans.
- **Maintenance and Operations** – Includes knowledge of M and O and experience supervising a maintenance and operations department.
- **Pupil Transportation** – Includes knowledge of pupil transportation and experience supervising a pupil transportation department.
- **Purchasing/Warehousing** – Includes knowledge of purchasing and warehousing laws and practices as well as experience in these areas.
- **Risk Management** – Includes a general knowledge of risk management principles and laws and their relationship to the welfare of employees and implications for the district.
- **School Finance** – Includes all aspects of school finance needed to operate as a CBO in a typical California district.
- **School Law** – Includes a broad knowledge of the California Education Code, how to access it, gain clarification when necessary, and apply the statutes to everyday decision-making.

Yes

No

By signing below, I certify the applicant satisfies the practicum requirement for CBO Certification. The information on this form is true and accurate.

Superintendent's **Name**

Signature

Date

Or continue onto next page.

B. Applicant has completed at least 40 hours (equivalent to 4 semester units) of thoroughly documented, supervised, project-based experience. **Applicant must contact CBOEvaluator@casbo.org for pre-approval and signature.**

Yes

No

Certification Evaluator's **Name**

Signature

Date

Project Description: