

Training Checklist
Chief Business Official (CBO) Certification

	Training Requirement	Professional Development Provider	Workshop/Course Title	# Hours
Core				
<input type="checkbox"/>	Accounting			
<input type="checkbox"/>	Information and Technology Systems			
<input type="checkbox"/>	Human Resources/ Management			
Skill				
<input type="checkbox"/>	Attendance Accounting			
<input type="checkbox"/>	Auditing			
<input type="checkbox"/>	Budget Development and Control			
<input type="checkbox"/>	Business Services Overview			
<input type="checkbox"/>	Collective Bargaining			
<input type="checkbox"/>	Creative Financing and Entrepreneurship			
<input type="checkbox"/>	Facility Planning and Construction			
<input type="checkbox"/>	Food Services and Child Nutrition			

- History of California Finance
- Institution of Education
- Leadership and Strategic Planning
- Legal Aspects and Hands-On Accounting for Student Body Organizations (ASB)
- Maintenance and Operations
- Principles of School Law
- Pupil Transportation
- Risk Management
- School Finance

Elective *(as needed)*

- Elective 1
- Elective 2
- Elective 3
- Elective 4

Elective 5

Elective 6

Elective 7

Elective 8

Elective 9

Elective 10

Practicum *(select one)*

I have completed an approved CBO training program, and the Practicum was built into the program curriculum.

I have completed a four (4) unit college course that satisfies the Practicum requirement.

I worked directly with the certification evaluator on a pre-approved project that satisfies the Practicum requirement

I satisfy the Practicum requirement with my 12 months of CBO experience *(must be within the last 2 years)*.

Total Hours Completed
(Training must equal or exceed 440 hours)