

Training Checklist  
School Business Professional Certification

	Professional Development	
CORE	Training Requirement	Provider
	Workshop/Course Title	# Hours
<input type="checkbox"/>	Introduction to School Business	
<input type="checkbox"/>	Management and Supervision	
<input type="checkbox"/>	Principles of School Law	
<input type="checkbox"/>	School Finance & Budgeting	
<b>Electives (Remaining Hours) Please refer to the "Workshops by Certification" matrix in our Professional Development Catalog</b>		
<input type="checkbox"/>	Elective 1	
<input type="checkbox"/>	Elective 2	
<input type="checkbox"/>	Elective 3	
<input type="checkbox"/>	Elective 4	
<input type="checkbox"/>	Elective 5	
<input type="checkbox"/>	Elective 6	
<input type="checkbox"/>	Elective 7	
<input type="checkbox"/>	Elective 8	
<p><b>Recommended Electives include:</b> 1099 Reporting, Collective Bargaining, Payroll Concepts, Leaves of Absence, Effective Slides &amp; Visuals, Emotional Intelligence: The Art of Personnel Management, Purchasing 101 &amp; 102, SACS and more!</p>		
<b>Total Hours Completed</b> <i>(Training must equal or exceed 60 hours)</i>		<input style="width: 100%; height: 40px;" type="text"/>

Training Checklist  
 School Business Payroll Professional Certification

	Training Requirement	Professional Development Provider	# Hours
<b>CORE (25 CEUs)</b>			
<input type="checkbox"/>	Payroll Boot Camp	<b>CASBO</b> <i>In partnership with Sonoma COE &amp; FCMAT</i>	25 CEUs
<input type="checkbox"/>	Payroll Software Training (Specific to candidate's COE)	<b>Participant's COE</b> (Application to upload a letter of completion, signed by supervisor, in online application)	
<b>SKILLS (Remaining Hours - 35 CEUs) Pick any combination of courses below</b>			
<input type="checkbox"/>	CalSTRS & CalPERS: Common Issues & Employer Liability	<b>CASBO</b>	3.5 CEUs
<input type="checkbox"/>	Collective Bargaining Basics	<b>CASBO</b>	3.5 CEUs
<input type="checkbox"/>	Evaluation and Performance Management	<b>CASBO</b>	6.5 CEUs
<input type="checkbox"/>	Leaves of Absence	<b>CASBO</b>	3.5 CEUs
<input type="checkbox"/>	Legal Requirements for HR/Payroll Records	<b>CASBO</b>	3.5 CEUs
<input type="checkbox"/>	Payroll Compliance & Year-End Reporting	<b>CASBO</b>	6.5 CEUs
<input type="checkbox"/>	Payroll Concepts	<b>CASBO</b>	6.5 CEUs
<input type="checkbox"/>	Principles of School Law	<b>CASBO</b>	6.5 CEUs
<input type="checkbox"/>	SACS (Basics)	<b>CASBO</b>	6.5 CEUs
<input type="checkbox"/>	SACS (Advanced)	<b>CASBO</b>	6.5 CEUs

Core (25) + Skills (35) = 60 Total	<b>Total Hours Completed</b> <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> <i>(Training must equal or exceed 60 hours)</i>
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