Michigan School Business Officials

	WHEN OFFERED	# Hours	Business Office Manager	Business Office Specialist	Chief Financial Officer	Certified Purchasing Officer	Child Nutrition Director	Facilities Director	Human Resource Specialist	Operations Director	Pupil Accounting Auditor	Pupil Accounting Specialist	School Payroll Specialist	School Technology Mgmt	Specialist in Educational Data	Transportation Director
Associate Degree				x		x			x		x		x			
BA/BS or equivalent			x		x									x		
Hours required			52	34	85	52	Up to 61	56	61	80	50	50	43	59	50	66
# Accounting Hours (semesters)			8		18								4			
Continuing Education Requirement (hours in 5 years)			90	90	150	90	90	90	90	90	90	90	90	90	90	90
Grandparenting Provision			y	y	n	y	y	y	y	y	y	y	y	y	y	y
CLASS																
Accident Investigation Procedures	Every Other Year	3														x
Accounting Manual & Chart of Accounts	Every Other Year	3											x			
Auditing I	MPAAA Fall/Spring Conf.	3									x					
Auditing II	MPAAA Fall/Spring Conf.	3									x					
Basic Transportation Issues	Offered by MAPT	18								x						x
Benefits/Retirement	Every Other Year	3							x							
Bonding/Borrowing/Investing	Every Year	3			x											
Budgeting	Facility Conf. (Fall)	3						x		x						
Cash Management	Every Year	3	x	x	x											
Collective Bargaining Agreement, Contracts	Every Year	3	x	x	x				x				x			
Computerized Facility Management	Every Third Year	3						x								
Custodial Operations	Every Other Year	3						x		x						
Data Mining	Every Other Year	3													x	
Data Quality I	MPAAA Fall/Spring Conf.	3									x	x			x	
Data Quality II	MPAAA Fall/Spring Conf.	3										x			x	
Days and Hours	MPAAA Fall/Spring Conf.	3									x	x				
Developing and Managing RFPs	Every Other Year	6				x										
Educational Data and Its Uses	MPAAA Fall/Spring Conf.	3													x	
Effective Communications *	Every Year	3	x		x	x	x	x	x	x	x	x		x	x	x
Emergency Preparedness Management	Every Year	3						x								
Enterprise Software Applications	Every Third Year	3												x		
Environmental Health and Safety	Every Other Year	3						x								
Facilities for Business Manager	Every Other Year	3			x											
Facility Planning, Design and Construction	Every Other Year	3						x		x						
Financial Analysis	Every Third Year	3						x								
Financial Management	Offered by SNAM	12					x									
Food Service for the Business Manager	Every Other Year	3			x											
Food Service Program Accountability	Every Year	3					x									
How to Process and Evaluate Bids	Every Other Year	3				x										
Human Resource for Transportation	Offered by MAPT	6														x
Introduction to Operations Management	Every Other Year	6								x						
Instructional Program Evaluation	Every Other Year	3			x											
Insurance & Risk Management	Every Other Year	3			x											
Introduction to CEPI	MPAAA Fall/Spring Conf.	3									x	x			x	
Introduction to Facilities Management	Every Other Year	3						x								
Introduction to Pupil Accounting I	MPAAA Fall/Spring Conf.	3									x	x			x	
Introduction to Pupil Accounting II	MPAAA Fall/Spring Conf.	3										x				
Introduction to Pupil Auditing	MPAAA Fall/Spring Conf.	3									x	x				
Introduction to School Business	Every Year Offered by MSBO	14	x	x	x	x			x				x			
Introduction to State Agency Resources	MPAAA Fall/Spring Conf.	1									x	x				
Labor Relations/Employment Law	Every Year (March)	6	x		x		x		x	x						x
Laws/Rules & Regulations	Offered by MAPT	4														x
Liability & Tort Law	Offered by MAPT	3														x
Maintenance Operations	Every Year	3						x		x						
Managing Emergencies	Every Third Year	6								x						
Managing Staff Training	Offered by MAPT	3														x
Nutrition I	Offered by SNAM	10					x									
Organizational Applications	Every Third Year	3												x	x	
Organizational Technology Audits	Every Third Year	3												x		
Overview of Human Resource Management	Every Third Year	6							x							
Overview of School Finance for Technology	Every Third Year	3												x		
Overview of State Reporting	MPAAA Fall/Spring Conf.	3										x				
Payroll & Related Personnel Issues	Every Year (Webinar…Dec)	3	x		x											
Performance Evaluations for Personnel	Every Other Year	3						x	x	x				x		
Principles of Contract Writing	Every Other Year	3				x										
Principles of Education	Every Year (MSBO Annual Conf.)	3	x	x	x	x		x	x	x	x	x	x	x	x	x
Pupil Accounting Auditing Reporting	MPAAA Fall/Spring Conf.	3									x					
Pupil Accounting Auditors in Action	MPAAA Fall/Spring Conf.	3									x					
Pupil Accounting Legal Issues	MPAAA Fall/Spring Conf.	2									x	x				
Pupil Accounting Legislative Primer	MPAAA Fall/Spring Conf.	3									x	x			x	

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Pupil Accounting Specialists in Action	MPAAA Fall/Spring Conf.	3										x				
Purchasing Overview	Every Year (Webinar…Dec)	3	x		x	x	x									
Purchasing Advanced	Every Other Year	6				x										
Record Keeping, Retention, Automation	Every Other Year	3											x			
Revenue, Expenditures and Budgeting Part 1	Fall (Oct)...Odd Yrs.	6			x											
Revenue, Expenditures and Budgeting Part 2	Fall (Oct)...Odd Yrs.	6			x											
Sanitation & Food Safety *	Offered by SNAM	10					x									
School Food Service Basics *	Offered by SNAM	10					x									
School Meal Program Requirements *	Offered by MDE	10					x									
Security/Disaster Recovery	Every Other Year	3												x		
Special Needs Transportation	Offered by MAPT	3														x
ServSafe *	Offered by SNAM	12					x									
State Reporting 101	Every Other Year	6													x	
Strategic Planning	Every Other Year	3			x					x						
Systems - HVAC, Electrical & Technology	Every Other Year	3						x								
TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	Every Other Year	6							x				x			
Team Leadership *	Every Year (March)	3	x	x	x	x	x	x	x	x	x	x	x	x	x	
Technology for the Business Manager	Every Other Year	3	x		x											
Technology in the Classroom	Every Third Year	6												x		
Technology in Education	Every Other Year	6												x		
Technology for Operational Management	Every Other Year	6								x						
Technology Policies	Every Other Year	3												x	x	
Time Management	Every Other Year	3								x				x		
Transportation Facility Operations	Offered by MAPT	6														x
Transportation for the Business Manager	Every Other Year	3			x											
Use of Technology for Human Resource Management	Every Other Year	3							x							
Utilities & Energy Efficiency	Every Other Year	3						x								
Verbal Communication Skills *	Offered by SNAM						x									
Vision, Strategic Planning & Implementation	Every Third Year	6												x		
Wrap-up/Ethics	Every Year (MSBO Annual Conf.)	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Writing Bus Specifications	Offered by MAPT	3														x
Year-End Payroll & Tax Returns (941), W-2s, etc.	Every Other Year	6											x			
Elective hours from outside your certification track but required in another.	All Throughout the Year		6	6	6	6	3	6	6	6	6	6	3	6	6	3
Group Solutions (Renewal requirement) - offered in 6.5 hour increments	Twice a year…Fall/Winter	13	x		x											

* If you are in the CND program, please check the certification sheet since you only need to select one of these classes from each group.

Revised 01/21/16