

# AASBO CPE REPORTING REQUIREMENTS

## **Alabama Association School Business Officials Certificate Program Continuing Professional Education (CPE) Requirements**

All graduates of the AASBO certificate programs are required to complete a minimum number of hours of continuing professional education each fiscal year (October-September). The CPE requirements for AASBO certificate holders are as follows:

- a) AASBO Certificate: A minimum of 18 hours of approved CPE credits during each fiscal year. ( This is the approved program for the SDE CSFO Certificate)
- b) AASBO Payroll/Personnel Certificate: A minimum of 12 hours of approved CPE credits during each fiscal year.

Approved CPE credits may be obtained from the following organizations:

- Any Alabama ASBO Certificate Program course
- Southeastern Association of School Business Officials (SASBO) including online courses
- ASBO International
- Government Finance Officers Association (GFOA)
- Alabama Society of Certified Public Accountants
- Any other professional organizations approved by the Alabama Society of Certified Public Accountants

All AASBO graduates are required to file an annual CPE reporting form by November 1 of each fiscal year with the University of Alabama College of Continuing Studies. Reporting forms are available on the AASBO web site at [www.aasbo.com](http://www.aasbo.com).

Alabama ASBO will provide a minimum of 18 hours of CPE credit at its annual conference each year.

All Chief School Finance Officers should submit a copy of their form along with the annual financial statements to the Alabama State Department of Education.

Rule 290-2-5-.06 of the Administrative Code contains the requirements for continuing professional education for Chief School Finance Officers.