



AASBO Professional Development Program

Local School Financial Management CPE Video Conference

August 23, 2010

9:00 a.m. to 4:00 p.m.
Lunch (12:00-1:00 p.m.) On Your Own

This one-day session, for graduates of the LSFM program, will be broadcast to several different locations around the state utilizing the ACCESS labs. The session will include the following topics: Local school accounting manual, local school audit findings, case studies of fraud and embezzlement at the local school level, and a session on the law regarding student and employee records.

Presenters for this session will include Dennis Heard and Sonja Peaspanen from the State Department of Education; and a representative from the Alabama Department of Examiners of Public Accounts.

The presenters will be live in the Tuscaloosa location. All other locations will watch the presentation by video conference in the lab. You will have the opportunity to ask questions to the presenters if you are watching from one of the lab locations.

LOCATIONS

Auburn High School	405 South Dean Road Auburn, AL 36830
The University of Alabama	Martha Parham West Tuscaloosa, AL 35487
The University of Alabama Gadsden Center	121 North 1 st Street Gadsden, AL 35901
Gordon Persons Building/5 th Floor Dr. Kimbrough Conference Room:	50 North Ripley-5 th Floor Montgomery, AL 36104
Madison City Board of Education	211 Celtic Drive Madison, AL 35758
Troy Extension Center/Troy University	1101 South Brundidge Street Troy, AL 36081
Escambia County BOE Atmore Office	501 South Pensacola Ave Atmore, AL 36502
St. Clair County High School	16700 US Highway 411 Odenville, AL 35120

FURTHER INFORMATION

If you have questions or need more information, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may fax her at 205-348-9276 or e-mail her at aalbetar@ccs.ua.edu

PRIORITY REGISTRATION

Space is limited at each site and will be filled on a first come basis. Priority registration is given to graduates of the Local School Financial Management Certificate Program. Beginning August 9, registration will be opened up to any AASBO Certificate Program graduate wishing to earn CPE hours.

REGISTRATION FEES

The registration fee for this 6 hour session is \$75. Registration forms will only be accepted with either payment (check or credit card) or along with a school issued purchase order (must include copy). Faxed registration without payment will not be accepted. Please select your training location on the registration form. If you need to cancel your registration, please contact Registration Services at 205-348-3000. If you are unable to attend, but do not call and cancel your registration, you will be charged a fee of \$20.

AASBO MEMBERSHIP DUES

In order to attend this training session, you must be a member of AASBO. AASBO provides programs and services to promote the highest standards of school business practices through professional development, recognition, and the effective management of available resources. Joining AASBO gives you the means to improve both yourself and your organization. Your annual dues of \$50 (\$100 for CSFO) can be paid on this registration form. Membership cycles run from July 1, 2010-June 30, 2011.

NOTICE TO GRADUATES

AASBO Professional Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education (CPE) hours per year (October through September). Attending the full day of training will result in 6 CPE hours.

Payroll/Personnel Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education (CPE) hours per year (October through September). Attending the full day of training will result in 6 CPE hours.

Local School Financial Management Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education (CPE) hours per year (October through September). Attending the full day of training will result in 6 CPE hours.

MEALS

Meals and breaks are not provided at this training session. A lunch break (12:00-1:00 p.m.) will be on your own. Suggestions for close eateries will be provided at your training site.

Alabama Association of School Business Officials
Local School Financial Management Certificate Program
CPE Video Conference

*Program: # 07-400-10
 Brochure ID: 40010*

August 23, 2010

One registrant per panel; for multiple registrations, please duplicate this form.

Mr. Mrs. Ms. Dr.

Name First Last M. I.

Preference on Nametag

School Name School System

Do you work at a (check one) Elementary Middle High School Central Office

School Business Phone School Business Fax

E-mail address Job Title

School Mailing Address

City State ZIP

REGISTRATION FEE : \$75

AASBO Membership Dues
\$50 active member or \$100 CSFO

Enclosed is a check in the total amount of \$_____ made payable to:
 The University of Alabama.

Charge fee \$_____ to my credit card: Mastercard Visa Discover Am Ex

Card # _____ Exp. Date _____

Authorizing Signature _____

Purchase Order Number: _____
 (must include copy)

Please select from the following:

- I am a graduate of the AASBO Certificate Program
- I am a graduate of the Payroll/Personnel Certificate Program
- I am a graduate of the Local School Financial Management Certificate Program

I will attend the seminar at the following location: (please select one)

- Auburn High School
- The University of Alabama
- The UA Gadsden Center
- Gordon Person Building Montgomery
- Madison City Board of Education
- Troy Extension Center
- Escambia County BOE Atmore
- St. Clair County High School

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days prior to seminar date here: _____

REGISTRATION

Mail form and fee to:
 Registration Services
 College of Continuing Studies
 The University of Alabama
 Box 870388
 Tuscaloosa, AL 35487-0388

**Original Purchase Orders
 are required for all orders
 received without payment**

**Faxed Registration
 forms will not be
 accepted unless
 accompanied by
 credit card payment.**
 Fax to 205-348-6614

**AASBO Membership is
 required to attend this
 training session.**