

IMPORTANT ANNOUNCEMENT

Changes to Core Courses

AASBO is always re-evaluating course content based on participant feedback. We have made several changes to the Professional Certificate Program as well as the Payroll/Personnel Certificate Program.

Below is an outline of changes to the certificate programs.

Professional Certificate Program

The core course “Data Management” has been expanded into a course called “Using Alabama Accounting Software”.

“The Role of School Business Officials” has been deleted as a core course.

“Managing Federal Program Resources” has been added as a new core course.

Payroll/Personnel Certificate Program

The core courses “Section 125 and Deferred Compensation” and “Payroll Withholdings and Tax Deposit Requirements” have been combined into a new core course “Employee Benefits and Employer Tax Reporting Requirements”

“Employment Legal Issues” has been added as a new core course

What does this mean to you?

If you have completed the certificate program, then it will not affect you.

If you are currently taking courses in the Professional Certificate Program and have already taken both “Data Management” and “The Role of School Business Officials” then these changes will not affect you.

If you are currently taking courses in the Professional Certificate Program and have NOT already taken “Data Management” and “The Role of School Business Officials” then you will need to take the two new classes.

If you are currently taking courses in the Professional Certificate Program and have already taken either “Data Management” or “The Role of School Business Officials” (but not both) then you will need to take the two new classes. You can use the one class taken as an elective.

If you are currently taking courses in the Payroll/Personnel Certificate Program and have already taken both “Section 125 Laws and Deferred Compensation” and “Payroll Withholdings and Tax Deposit Requirements” then these changes will not affect you.

If you are currently taking courses in the Payroll/Personnel Certificate Program and have NOT already taken both “Section 125 Laws and Deferred Compensation” and “Payroll Withholdings and Tax Deposit Requirements” then you will need to take the two new classes.

If you are currently taking courses in the Payroll/Personnel Certificate Program and have already taken either “Section 125 Laws and Deferred Compensation” or “Payroll Withholdings and Tax Deposit Requirements” (but not both) then you will need to take the two new classes. You can use the one class taken as an elective.