



### AASBO Professional Certificate Program

Core Curriculum  
(All 48 core hours are required)

1. Governmental Accounting Overview
2. Understanding Alabama Schools' Accounting System
3. Budget and Financial Reporting I
4. Budget and Financial Reporting II
5. Cash Management
6. Facilities Management
7. Financial Planning I
8. Financial Planning II
9. Effective Communication
10. Alabama's Financial Management Software
11. Employment Law (formerly School Law I)
12. School Law
13. Contracts and Purchasing
14. Managing Federal Programs
15. Elements of Taxation and Issuance of Debt
16. Utilizing Technology in School Business Management

ELECTIVES: 6 elective hours are required. Electives vary as determined by the Certification Committee

#### Professional Certification Certificate Program PURPOSE

To provide professional development experiences and recognition for the wide variety of assignments, duties and tasks of School Business Officials. These duties may include construction management, personnel management and many others. The certificate program will meet the need for a formalized training program to assist in preparing entry-level candidates for the position. Increasing demands of the position require enhanced skill levels.

### Payroll/Personnel Certificate Program

Core Curriculum  
(All 24 core hours are required)

1. Employee Leave Laws
2. FLSA Wage and Hour
3. Employment Law (formerly School Law I)
4. Employment Legal Issues
5. Benefits and Tax Reporting
6. Accounting System and Personnel Reporting
7. Utilizing Technology in the Administration of Payroll/Personnel
8. Introduction to Payroll/Personnel Management

ELECTIVES: 6 elective hours are required  
Electives vary as determined by the Certification Committee

#### Payroll/Personnel Certificate Program PURPOSE

To provide professional development experiences for the payroll and personnel duties and tasks of School Business Officials. The duties may include personnel management, legal aspects of personnel and payroll including compensation and benefits, leave laws, record keeping and reporting. Constant changes and increasing demands in this area require enhanced and updated skill levels.

# Purchasing/Procurement Certificate Program

Core Curriculum

(All 27 core hours are required)

1. School Business Operations I
2. School Business Operations II
3. Effective Business Communications
4. Purchasing and Procurement Overview
5. Ethics and Vendor Supply Relationships and Management
6. RFP/Contract Development and Management I
7. RFP/Contract Development and Management II
8. Financial Management Strategies and Data Driven Decision Making
9. Public Works Contracts

ELECTIVES: 3 elective hours are required. Electives vary as determined by the Certification Committee

## PURPOSE

To provide school purchasing and procurement personnel with the knowledge and skills necessary to implement sound procurement practices including the decision-making process and a working knowledge of the rules, principles, and procedures for government for governmental purchasing as it applies to Alabama Local Education Agencies (LEAs).

**aasbo**

Alabama Association of  
School Business Officials

**Professional Certificate Program, Payroll/Personnel Certificate Program and  
Continuing Education Program  
Virtual Program  
September 26-30, 2022**

Welcome to the AASBO fall virtual professional development program. The courses for the Professional, Payroll/Personnel and Purchasing/Procurement Certificate Program will be available from September 26-September 30 in Event Owl. Login information will be sent by September 26, 2022. All sessions are pre-recorded so you can take the courses as your schedule allows. Participants will be able to take any or all courses and do not have to register for individual courses. All courses have several speakers and topics, so you do not have to sit through the entire course in one sitting. However, participants are required to take all parts of each course in order to receive credit for the three-hour course.

There is a Conference Information & FAQ section on the agenda under Quick View (in Event Owl) that will assist you in navigating the Event Owl platform. We highly recommend that you watch the informational video as it contains important information regarding how the program works. If you have additional questions, please contact Anna Clay Adams at [acadams7@ua.edu](mailto:acadams7@ua.edu).

**Professional/CSFO Certificate Program Courses**

**Elements of Taxation and Issuance of Debt**

***CSFO Core Course and Continuing Education***

This course will provide an overview of the local taxes applicable to school districts. This session will also include a section on debt financing for Alabama school districts. Discussion will include the legal and practical issues related to debt issuance, general borrowing options available to school districts, and the procedure process for borrowing.

**Facilities Management**

***CSFO Core Course and Continuing Education***

Course will focus on school facility management and operations. Effective school facility management protects the capital investments and provides an enhanced learning environment for students and teachers. Topics will include planning, budgeting, and purchasing for facility management, environmental issues, the capital planning process and standards and procedures of the Alabama Division of Construction Management.

## **Alabama's Financial Management Software**

### ***CSFO Core Course and Continuing Education***

This course is designed for all users of the NextGen financial software. The session will cover all basic information for both new and experienced users. Session will include general use of the financial application within the Nextgen Software. Subjects will include General Ledger, Accounts Payable, Payroll, General Reporting, and Financial Reporting within the application. Course will also review the enhancements and reporting capabilities in the software.

## **Payroll/Personnel Certificate Program Courses**

### **Employee Leave Laws**

#### ***Payroll/Personnel Core Course and Continuing Education***

An in-depth review of the federal and state leave laws for education employees. Topics to include sick leave, personal leave, catastrophic, and military leave. Review of the requirements under the Family Medical Leave Act and discussion of other types of extended leaves.

### **Benefits and Tax Reporting**

#### ***Payroll/Personnel Core Course and Continuing Education***

This session provides an in-depth overview of what payroll/personnel employees should know about employer benefits program for Alabama school districts. Topics include TRS, PEEHIP, deferred compensation plans, Section 125 programs and other benefit programs. This course will also cover the tax reporting requirements of a school district to include the 941's, W-2's, tax deposit requirements, business expense accounting, and other paperwork related to payroll.

## **Purchasing Certificate Program Courses**

### **Effective Business Communications**

#### ***Purchasing/Procurement Core Course and Continuing Education***

Effective Communication is an essential component of organizational success whether it is at the departmental or organizational level. Being able to communicate effectively and in a professional manner is a necessary and vital part for every school business official. This course is designed to improve your communication as it addresses basic communication skills, effective oral communication, public speaking, utilization of email and technology as a communication tool and more. Learn techniques and strategies to send clear messages, create credibility and develop strategic communications.

### **Public Works Contracts**

#### ***Purchasing/Procurement Core Course and Continuing Education***

This session will provide an overview of the Public Works Law and the requirements and procedures for contract administration for public works projects for school districts.

## **Elective/Continuing Education Courses**

### **Understanding Your Role as a Payroll Manager**

#### ***Payroll/Personnel Elective Course and Continuing Education***

The course is designed to give participants an overview of their school/school district in terms of its purpose, objectives, structure culture and systems. Participants will gain an understanding of their role as a payroll manager and how following policies and procedures make the school a more effective and efficient organization.

### **Best Practices in Payroll/Personnel Management**

#### ***Payroll/Personnel Elective and Continuing Education***

This course will provide a refresher on RSA Portal, and LEAPS procedures. There will also be a discussion on how to utilize your payroll calendars to assist with RSA portal procedures.

### **Current Issues in Payroll/Personnel**

#### ***Payroll/Personnel Elective and Continuing Education***

This session will review the payroll fiscal and calendar year closing and opening procedures, implementation of the pay raise and a refresher for Fund 38 reconciliation.

### **Current Issues in School Finance**

#### ***CSFO Elective Course and Continuing Education***

This course will focus on current issues in school finance in school districts related to E-Gap Applications, Career Tech allocations and allowable expenditures. There will also be an ETF update.

### **Best Practices in School Finance**

#### ***CSFO Elective Course and Continuing Education***

This course will provide procedures and tools for school finance management. There will be discussions on inventory management, ESSER record keeping and investing funds.

The AASBO Certificate Programs for the Alabama Association of School Business Officials is supported by the State of Alabama Department of Education, Division of Administrative and Financial Services.

### **NOTICE TO PROGRAM GRADUATES**

**AASBO Professional Certificate Program Graduates**—all courses will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education hours per year (October through September).

**Payroll/Personnel Certificate Program Graduates**—all courses will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education hours per year (October through September).

**Purchasing/Procurement Certificate Program Graduates**—all courses will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education hours per year (October through September).

**Local School Financial Management Certificate Program Graduates**—all courses will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education hours per year (October through September).

### **REGISTRATION FEES**

Registration fee is \$150.

### **CONTINUING PROFESSIONAL EDUCATION for CPA's**

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

### **TRANSCRIPTS**

Please contact Anna Clay Adams at [acadams7@ua.edu](mailto:acadams7@ua.edu) to request a copy of your transcript.

### **FURTHER INFORMATION**

If you have questions or need more information, call Anna Clay Adams, AASBO Program Coordinator, The University of Alabama at (205)-348-6224. You may e-mail her at [acadams7@ua.edu](mailto:acadams7@ua.edu).

### **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, 2022-June 30, 2023.

### **BILLING POLICY**

Registrations for College of Continuing Studies programs should be accompanied by check or credit card payment. Registrations that are submitted without payment will be billed and collected through UA Student Receivables. To ensure proper documentation of payment, we strongly encourage all registrations be submitted with payment.



Registration Options

Register by Mail
Registration Services
The University of Alabama
Box 870398
Tuscaloosa, AL 35487

Register by Phone
1-866-432-2015
1-205-348-3000

Please submit this entire page for your registration. For multiple registrations, please duplicate this form.

First: Middle Initial:

Last:

Preferred Name / Nickname:

School Name:

School System:

I work at a (Check One): [ ] Elementary [ ] Middle [ ] High School [ ] Central Office

Mailing Address:

City: State: Zip:

Email Address:

Phone:

Job Title:

How did you find out about this program?

[ ] School issued purchase order # (Must include hard copy.)

[ ] Enclosed is a check for \$ made payable to THE UNIVERSITY OF ALABAMA

[ ] Charge \$ to credit card: [ ] MasterCard [ ] VISA [ ] American Express [ ] Discover

Card # Exp. Date /

Security / Verification / CVV Code (Three or four digit code on back or front of credit card.)

Need our STAARS Vendor Number? Please use VC000118827 for UA College of Continuing Studies. The University of Alabama is committed to complying with the Americans with Disabilities Act. Requests for accommodation of physical and/or dietary needs should be made at least 30 calendar days in advance of the program date. Please email your request to abergeron@ccs.ua.edu. A portion of the invoice amount for this program will go to the Capstone Lifelong Learning Foundation to support activities of The University of Alabama and the College of Continuing Studies.

AASBO Membership Dues

Program #CS-2207-AASBODUES23-01
AASBO Membership is required to attend this training session.

[ ] \$50 Active Members
[ ] \$100 CSFO

Program # CS-2209-AASBOV-01
September 26-30, 2022
Virtual Program

[ ] \$150 Registration Fee

Available Courses (you will have access to all)

Professional Certificate Program Courses

- Elements of Taxation and Issuance of Debt
Facilities Management
Alabama's Financial Management Software
Current Issues in Payroll/Personnel
Current Issues in School Finance
Best Practices in School Finance

Payroll Certificate Program Courses

- Employee Leave Laws
Benefits and Tax Reporting
Understanding Your Role as a Payroll Manager
Best Practices in Payroll/Personnel Management
Current Issues in Payroll/Personnel

Purchasing Certificate Program Courses

- Effective Business Communication
Public Works Contracts