



**Local School Financial Management Certificate Program Graduates  
CPE Program  
April 2, 2019**

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*This program is designed for graduates of the AASBO Local School Financial Management Certificate Program who need their nine hours of continuing professional education. This one-day training will award 6 hours continuing education.*

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**April 2, 2019**

**9:00 a.m. - 12:00 p.m.**

**Public vs. Non-Public Funds**

**12:00 p.m. - 1:00 p.m.      Lunch on Your Own**

**1:00 p.m. - 4:30 p.m.**

**Best Practices for Local School Procedures**

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**

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**

The registration fee for this event is \$100.

### **LOCATION**

All courses will be held at the Autauga County Schools, Chapter One Center located at 131 Washington Street, Prattville, AL 36067.

### **MEALS**

Lunch will be on your own from 12:00-1:00 p.m.

### **CONTINUING PROFESSIONAL EDUCATION**

This program is approved for six hours of continuing professional education hours needed for Local School Financial Management Graduates.

### **TRANSCRIPTS**

Please contact Liz Majercik at [eamajercik@ccs.ua.edu](mailto:eamajercik@ccs.ua.edu) to request a copy of your transcript.

### **FURTHER INFORMATION**

If you have questions or need more information, call Amanda Bergeron, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may e-mail her at [abergeron@ccs.ua.edu](mailto:abergeron@ccs.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, 2018-June 30, 2019.

### **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.

### **ATTENDANCE FROM OTHER DISTRICTS**

One week prior to the start date, registration will be opened to local school graduates from other districts. Please register early to guarantee a seat.



## 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](mailto: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.

April 2, 2019

AASBO Membership Dues  
Program #07-920-19

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

\$50 Active Members  
 \$100 CSFO

**Local School Financial Management Certificate Continuing Education**

Program # 07-354-19  
Autauga County Schools, Chapter One Center  
131 Washington Street  
Prattville, AL 36067

\$100 Registration Fee

Select from the following. I am:

- AASBO Certificate Program Graduate
- Payroll/Personnel Certificate Program Graduate
- Local School Financial Management Graduate
- NOT a graduate of these programs

**This program is only available to graduates of the Local School Financial Management Certificate Program who work in District 2**