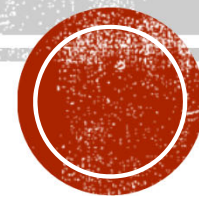


AASBO SFO WORKSHOP STUDY GROUP

September 23, 2019



aasbo | Alabama Association of
School Business Officials

BENEFITS OF SFO WORKSHOP STUDY GROUP PROGRAM

- Reimbursement of the SFO Exam Application and Exam fees upon successful completion of the exam
- A scheduled approach to preparing for the Exam
- Opportunity to share experiences with colleagues and learn fundamentals based on real-life application
- Receive test-taking tips and strategies from Alabama SFO's
- No Cost (except for travel expense)
- As an ASBO affiliate organization, AASBO qualifies to be a part of the SFO discount program. Each of AASBO's members who completes an SFO examination workshop study group program sponsored by AASBO will receive a coupon (\$150 value) to use towards the initial exam application fee.
- Alabama ASBO will reimburse members the balance of the exam fee (\$400) upon successful passing of the SFO Certification Exam.



ALABAMA SFO'S

- There are 12 AASBO SFO's
 - Kari Austin, Mountain Brook City
 - James Brumley, Huntsville City
 - Evelyn Buch, Homewood City
 - Lisa Dickerson, Sylacauga City
 - Tina Hancock, Huntsville City
 - Craig Hodge, Hale County
 - Tanya Holcombe, Pell City
 - Christy Mead, Albertville City
 - Ryan Miller, Leeds City
 - Laura Nance, St. Clair County
 - Serena Owsley, Athens City
 - Cindy Parker, Blount County



EXAM ELIGIBILITY OPTIONS

- Masters' degree in a field related to school business + 2 years of experience.

OR

- Bachelor's degree in a field related to school business + 3 years of experience.

OR

- 7 years as a school business official, based on approval of the seasoned practitioner provision.

<https://asbointl.org/asbo/media/documents/learning/SFO%20Certification/Candidate-Handbook.pdf>



EXAM INFORMATION

- **Exam Cost**

- Application Fee
 - ASBO Member \$150
 - Non-Member \$250
- Exam Fee \$400

- **Exam Format**

- 150 multiple-choice questions
- 3 ½ hours

- **Exam Administration**

- Paper & Pencil at 2020 AASBO Annual Conference
(possible if enough participate)
- PearsonVUE Testing Centers
- ASBO International Annual Conference (October 2-5, 2020, Nashville, TN)



SFO EXAM CONTENTS AND DOMAINS

- **Accounting Domains**
 - Management of Accounting Systems (13.33%)
 - Management of Accounting Functions (26.67%)

- **School Business Management Domains**
 - Financial Planning and Analysis (15.33%)
 - Budgeting and Reporting Activities (10.67%)
 - Risk Management Activities (7.33%)
 - Management of School Facilities (7.33%)
 - Management of Information Systems (4%)
 - Management of Human Resource Functions (10.67%)
 - Management of Ancillary Service (4.67%)



AASBO'S SFO WORKSHOP/STUDY GROUP PROGRAM

- The SFO Workshop/Study Group is not a workshop to teach participants about the items that are covered on the ASBO Certified Administrators of School Finance and Operations (SFO) exam.
- The purpose of the sessions is to review the topics covered by the exam and provide examples of exam questions that participants might encounter.
- The SFO is a national certification program and exam, there is no Alabama specific information.
- The SFO Workshop/Study Group is designed to be a general overview of the contents and domains.
- The format for the sessions may be face-to-face and/or web based with group discussions and examples of exam questions.



SFO WORKSHOP STUDY GROUP PROGRAM TIMELINE

- **September 2019**
 - Announce Program
 - SFO Prep Program Information Meeting
- **October 2019**
 - SFO Intent Form
 - Participants' Self-Assessments
 - Finalize List of Participants
- **November 2019**
 - SFO Prep Committee Meeting
 - Finalize Course Schedule, Delivery, and Facilitators
- **January - April 2020**
 - Study and Discussions Sessions Begin
- **May 2020 (AASBO Annual Conference)**
 - SFO All Day Prep Session – All Contents/Domains
 - On-Site exam administered by ASBOI Facilitator (Pencil and Paper)



2020 AASBO STUDY GROUP

- Study group sessions between January 2020 and May 2020
- Combination of conference calls, web meetings, and in person training
- Participants will be asked to complete a Self-Assessment Professional Standards (Online Survey)
- Study group content will cover all content areas, with additional emphasis on areas of need based on survey.



POTENTIAL WORKSHOP STUDY GROUP SESSIONS

- **January 2020**
 - Overview of SFO Process and Program
 - Group Session: Exam Content/Domains
 - Two Contents/Domains

- **February 2020**
 - Group Session: Exam Content/Domains
 - Two Contents/Domains

- **March 2020**
 - Group Session: Exam Content/Domains
 - Two Contents/Domains

Delivery of Group Sessions to be Determined (Face-to-Face and/or Web)



POTENTIAL WORKSHOP STUDY GROUP SESSIONS

- **April 2020**

- Group Session: Exam Content/Domains
 - Three Contents/Domains

- **May 2020**

- Group Session: Exam Contents/Domains
 - SFO Prep/Study Session – All Contents/Domains (Full Day)
 - SFO On-site Exam Administration (Paper/Pencil)

Delivery of Group Sessions to be Determined (Face-to-Face and/or Web)



PROGRAM INSTRUCTORS/FACILITATORS

- AASBO Facilitators
 - SFO Certificants
 - Subject Matter Experts
- Utilize a list of core group of instructors provided by ASBO International
- Combination of two



SFO RESOURCES AND CONTACTS

- **ASBOI SFO Web Information** - <https://asbointl.org/certification>
- **SFO Candidates Handbook** - <https://asbointl.org/asbo/media/documents/learning/SFO%20Certification/Candidate-Handbook.pdf>
- **SFO Exam Guidebook** - https://asbointl.org/asbo/media/documents/learning/SFO%20Certification/SFO_Guidebook.pdf
- **Skills Refresher Videos on the ASBO International site** - <https://asbointl.org/certification/resources#videos>
- **ASBOI's Professional Standards and Code of Ethics** - <https://asbointl.org/asbo/media/documents/Resources/ASBO-Professional-Standards.pdf>
- **ASBOI SFO Contact**
 - certification@asbointl.org
- **2020 AASBO Study Group Contact**
 - linda@asbo.com





SFO WORKSHOP INTENT FORM

To assist members with obtaining their SFO certification, Alabama ASBO is forming a study group commencing January 2020. If you wish to participate, please complete and submit your contact information below.

Study group participants are encouraged to take the SFO exam during the Alabama ASBO Annual Conference on May ____, 2020. The paper and pencil exam will be administered by Pearson Vue. **Please note that Pearson requires a minimum of 8-10 examinees to administer the paper-based SFO exam. This intent form is requested to ensure that the minimum level of participation is acquired.**

Complete and submit your SFO Workshop Intent Form to:

Linda McGhee, Coordinator of Professional Development, AASBO

linda@asbo.com

Deadline to Submit Form: _____

Member's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-Mail: _____

School System: _____

Job Title: _____

Coupon Reimbursement (\$150 Value)

Upon completion of the Alabama ASBO SFO Workshop, attendees will be presented with a \$150 coupon that can be applied towards their SFO application. **This coupon must be submitted to ASBO International for reimbursement (certification@asbointl.org)**

Alabama ASBO Reimbursement

Alabama ASBO will reimburse members the exam fee (\$400) upon successful passing of the SFO Certification Exam.

For more study group details, contact Linda McGhee at linda@asbo.com



SFO STUDY GROUP INTENT FORM

Complete and Submit Intent Form by:

OCTOBER 10, 2019



QUESTIONS

