



Training Checklist  
Chief Business Official

Training Requirement	Professional Development Provider	Workshop/Course Title	# Hours
<b>CORE</b>			
<input type="checkbox"/>	Accounting		
<input type="checkbox"/>	Information and Technology Systems		
<input type="checkbox"/>	Human Resources/Management		
<b>SKILL</b>			
<input type="checkbox"/>	Attendance Accounting		
<input type="checkbox"/>	Auditing		
<input type="checkbox"/>	Budget Development and Control		
<input type="checkbox"/>	Introduction to School Business		
<input type="checkbox"/>	Collective Bargaining		
<input type="checkbox"/>	Facility Planning and Construction		
<input type="checkbox"/>	Food Service and Child Nutrition		
<input type="checkbox"/>	Leadership and Strategic Planning		
<input type="checkbox"/>	Legal Aspects and Hands-On Accounting for Student Body Organizations (ASB)		
<input type="checkbox"/>	Maintenance and Operations		
<input type="checkbox"/>	Principles of School Law		
<input type="checkbox"/>	Pupil Transportation		
<input type="checkbox"/>	Risk Management		
<input type="checkbox"/>	School Finance		
<b>Elective (as needed)</b>			
<input type="checkbox"/>	Elective 1		
<input type="checkbox"/>	Elective 2		
<b>Total Hours Completed</b> <i>(Training must equal or exceed 440 hours)</i>			