

Training Checklist  
 School Business Payroll Professional Certification

Training Requirement	Professional Development Provider	# Hours
<b>CORE (25 CEUs)</b>		
<input type="checkbox"/> Payroll Essentials	CASBO A comprehensive 3-day payroll event	25 CEUs
<b>SKILLS (Remaining Hours - 35 CEUs) Pick any combination of courses below</b>		
<input type="checkbox"/> CalSTRS & CalPERS: Retirement Concepts	CASBO	3.5 CEUs
<input type="checkbox"/> CalSTRS & CalPERS: Best Practices for Employment Agreements, CBA's & Avoiding Adverse Audits	CASBO	3.5 CEUs
<input type="checkbox"/> Collective Bargaining Basics	CASBO	3.5 CEUs
<input type="checkbox"/> Evaluation and Performance Management	CASBO	6.5 CEUs
<input type="checkbox"/> Leaves of Absence	CASBO	3.5 CEUs
<input type="checkbox"/> Legal Requirements for HR/Payroll Records	CASBO	3.5 CEUs
<input type="checkbox"/> Payroll Compliance & Year-End Reporting	CASBO	6.5 CEUs
<input type="checkbox"/> Payroll Concepts	CASBO	6.5 CEUs
<input type="checkbox"/> Principles of School Law	CASBO	3.5 CEUs
<input type="checkbox"/> SACS (Basics)	CASBO	6.5 CEUs
<input type="checkbox"/> SACS (Advanced)	CASBO	6.5 CEUs

Core (25) + Skills (35) = 60 Total	<b>Total Hours Completed</b> <i>(Training must equal or exceed 60 hours)</i>	<input style="width: 100%; height: 100%;" type="text"/>
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