


Survival Training for Pupil Accounting

Presented by:
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Michigan School Business Officials

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What is MSBO Certification?

- Voluntary Program
- Offers practical information that will help school business officials succeed and excel in their employment
- Establishes a basis for advancing professionalism
- Provides school district with assurance that a base of knowledge has been achieved

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Who May Become Certified?

- Any current MSBO member
- Any aspiring school personnel who would like to obtain personal growth and demonstrate a dedication to your profession

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How Do I Qualify/Begin/Complete?

- Employed by a Michigan School District or Michigan Intermediate School District
- Fill out Letter of Commitment
- Three years from the time you fill out the Letter of Commitment

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Requirements of PAA

- Pre-requisite – Associate's Degree or five years of experience in pupil accounting & auditing
- Pupil Accounting Auditing for Veteran Pupil Accounting Auditors (5 hours or 4 hours + 1 hour of Introduction of Pupil Accounting)
- CEPI Information Session (3 hours)
- Data Quality Symposium (6 hours)

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Requirements of PAA (Cont)

- Days and Hours (3 hours)
- Effective Communications (3 hours)
- Principles of Education (3 hours)
- Pupil Accounting in Michigan Schools for Veteran Pupil Accounting Specialist or Auditor (2 hours)

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Requirements of PAA (Cont)

- Pupil Accounting Auditors' Best Practices (4 hours)
- Pupil Accounting Legislative Updates (5 hours)
- Pupil Accounting Legal Issues (2 hours)
- State Agency Panel Discussion (3 hours)

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Requirements of PAA (Cont)

- Team Leadership (3 hours)
- Wrap-up/Ethics (2 hours)
- Elective (6 hours)

Total class time 50 hours

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Requirements of PAS

- Pre-requisite – three years of pupil accounting
- Pupil Accounting for Veteran Pupil Accounting Specialists (5 hours or 4 hours + 1 hour of Introduction to Pupil Accounting)
- CEPI Information Session (3 hours)
- Data Quality Symposium (6 hours)

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Requirements of PAS (Cont)

- Days and Hours (3 hours)
- Effective Communications (3 hours)
- Principles of Education (3 hours)
- Pupil Accounting in Michigan Schools for Veteran Pupil Accounting Specialist (2 hours)

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Requirements of PAS (Cont)

- Pupil Accounting Auditors' Best Practices (4 hours)
- Pupil Accounting Legislative Updates (5 hours)
- Pupil Accounting Legal Issues (2 hours)
- State Agency Panel Discussion (3 hours)

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Total class time 50 hours

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What If I Have Years of Experience?

- Grand parenting PAA (Will be reviewed by MSBO Professional Development Committee*)
 - 6-10 years of school experience
 - 18 hours and the wrap-up session
 - 11-14 years of school experience
 - 12 hours and the wrap-up session
 - Over 15 years of school experience
 - 6 hours and the wrap-up session

*A representative of MPAAA will be part of the PD Committee

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What Do I Do To Receive My Certificate?

- Before taking the Wrap-up Session, an application must be completed
- All necessary documents must accompany application as outlined
- \$60.00 application fee must be paid
- Must be a member of MSBO

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How Do I Maintain My Certification?

- Continuing education requirements must be job-related professional development
 - 90 hours or 9 SB-CEUs or three semester credit hours
 - Hours may come from meetings required to attend
 - Conferences
 - Programs through professional organizations

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How Do I Renew My Certification?

- A renewal application indicating completion of necessary professional development must be provided to MSBO for review
- \$30.00 renewal fee is collected
- New certificate is issued

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Thank You!

- For more information:
 - Contact Debbie Kopkau
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 - 517.327.2587

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