

## **Dexter Community Schools MSBO Certification Continuing Education Information**

This document is intended to provide an overview of continuing education requirements. Please refer to Michigan School Business Officials (MSBO) or Michigan Online Educator Certification System (MOECS). There are two different types of continuing education requirements:

- SCECH –State credit used for State certificate renewals, such as teaching and administrator certificates.
- MSBO Recertification Credits – Professional development continuing education within each five year period of your individual certification.
  - 150 hours - Chief Financial Officer Certification renewals
  - 90 hours – all other MSBO certifications

MSBO Chief Financial Officer and Business Office Manager Certification renewals require participation in two courses (inclusive of the hours requirement) during each five year period:

Group Solutions Seminar (or MSBO Leadership Institute), AND  
Financial Statement Preparation Workshop

MSBO allows recertification credits for all SCECH credits. In addition, MSBO allows recertification credits for other professional development hours even if they do not qualify for SCECH credit, which is fine for individuals who do not have State certificates.

Regional Group meetings and local training that advance an individuals' knowledge can be used towards both MSBO recertification credits and SCECH's (up to a maximum of 75 each 5 year period). The hosting agency (WISD) is responsible for submitting the agenda and participants' sign in/out sheet to MSBO for approval and recordkeeping.

When an individual attends a minimum of 6 meetings (no minimum on the number of hours each meeting must be), or 75% of the meetings scheduled, whichever is greater, then the individual is awarded 25 SCECHs and 25 MSBO recertification credits. If you do not attend the minimum number required to get the SCECH credit, then MSBO will still award MSBO recertification credits for the number of hours you attended.

So for us in Washtenaw ISD, there is the potential to earn up to 25 SCECH and/or 25 MSBO recertification credits from ONE of the three different subcomponents of the MSBO Committees/Regional Group approval each year with a maximum of 75 SCECHs and 75 MSBO recertification credits each 5 year period.

- 1) Regional Business Managers (Washtenaw/Livingston) monthly meeting
- 2) New World AP User Group/training
- 3) New World Payroll User Group/training

Here are some examples of how to earn your SCECHs and/or MSBO recertification credits:

**Regional Group meetings** (a maximum of 75 SCECHs and 75 MSBO recertification credits can be earned each 5 year period) –

- 9-4 hr meetings scheduled (\*75%) = 7 meetings attended = 25 SCECH = 25 MSBO credits

- 8-4 hr meetings scheduled (\*75%) = 6 meetings attended = 25 SCECH = 25 MSBO credits
- 7-4 hr meetings scheduled = 6 meetings attended (min) = 25 SCECH = 25 MSBO credits
- 6-4 hr meetings scheduled = 6 meetings attended (min) = 25 SCECH = 25 MSBO credits
- 9-4 hr meetings scheduled = 6 meetings attended = 0 SCECH = 24 MSBO credits
- 6-4 hr meetings scheduled = 4 meetings attended = 0 SCECH = 16 MSBO credits

**Regional Training (New World AP User Group OR New World Payroll User Group)** (a maximum of 75 SCECHs and 75 MSBO recertification credits can be earned each 5 year period)

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- 6-2.5 hr AP meetings scheduled = 6 AP meetings attended (min) = 25 SCECH = 25 MSBO credits
- 6-2.5 hr AP meetings scheduled = 5 AP meetings attended (min) = 0 SCECH = 12.5 MSBO credits
- 6-2.5 hr AP + 6-2.5 hr Payroll meetings scheduled = 5 AP + 1 Payroll meeting attended = 0 SCECH = 15 MSBO credits  
6-2.5 hr AP + 6-2.5 hr Payroll meetings scheduled = 5 AP + 5 Payroll meeting attended = 0 SCECH = 25 MSBO credits

**Other Professional Development** – Other training provided by webinar, out of district non-MBSO workshop, or college courses CAN be used for MSBO recertification credits. Request credit by providing a copy of the certificate of completion or an agenda that includes the date, time, and location. For example:

- 2.5 hr webinar on new ORS regulations = 2.5 MSBO credits
- 3 hr MDE Office of Field Services Regional Training = 3 MSBO credits
- 3 credit hour course at the local university = 90 MSBO credits