ASBO International

Certified Administrator of School Finance and Operations® (SFO®)

CANDIDATE HANDBOOK

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Association of School Business Officials International

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Overview

About ASBO International

The Association of School Business Officials International (ASBO) is a professional association that provides programs and services to promote the highest standards of school business management practices, professional growth, and the effective use of educational resources.

Founded in 1910, ASBO International has more than 5,000 school business management professionals as members. With an average budget oversight of $141 million annually, ASBO International members are the finance decision makers in school districts around the world.

ASBO International members are employed in K–12 school districts, community colleges, universities, and state departments of education. They manage the business side of school district operations, including the areas of budgeting, purchasing, and financial management; facility operations and maintenance; human resources; technology; transportation; security; food service; health care; and much more.

Mission and Purpose of Certified Administrator of School Finance and Operations Certification (SFO)

The certification program shall elevate the status of the school business management profession by being relevant, rigorous, and reputable and recognized for its focus on professional standards and rules of conduct.

Its mission is to provide school business officials a pathway for career recognition and professional development as education leaders.

The purpose of the certification is to identify and recognize school business officials who fulfill the certification requirements, including meeting eligibility requirements, passing an examination, adhering to a code of conduct, and committing to ongoing professional development and growth.

Statement of Non-Discrimination

ASBO International endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Administrator of School Finance and Operations are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status, or disability.

Application Process

Overview

The application process for SFO certification is as follows:

1. Candidate creates a profile in the online *SFO Credential Management System* (www.asbointl.org/certification) and agrees to the terms of use.

2. Candidate submits the application and exam eligibility forms along with the required documents and fees through the online *SFO Credential Management System*.

3. Candidate receives an *authorization to test* e-mail confirming eligibility status and providing a phone number and Website link through which the applicant can schedule an appointment for examination.

4. Candidate calls the number provided or visits the Website to schedule the examination appointment within the five-month authorization to test window.

5. Candidate takes the exams at the confirmed location, date, and time. Candidates may take Part 1 and Part 2 of the exam at separate times, each within the five-month test window.

6. Candidate receives an unofficial score report immediately following each test. An official score report indicating the results of the examination is sent after the test. When the candidate meets all the program requirements, he or she will be sent notification of certification.

Each of these steps is explained in greater detail in the remainder of this Handbook.

Application and Fees

A completed application will require the following:

- ❑ Completed Application and Exam Eligibility forms providing relevant education and experience
- ❑ Reviewed and signed Certification Code of Conduct
- ❑ Fees

All application materials are available in the online *SFO Credential Management System* (www.asbointl.org/certification). All program applications and forms must be maintained and submitted online through the *SFO Credential Management System*. ASBO International will not accept mailed or faxed program forms unless otherwise specified.

Pathway to Certification and Eligibility Requirements

Participation in the certification program is voluntary and open to anyone meeting the eligibility requirements. Membership in the Association of School Business Officials International or any of its affiliate organizations is not required.

To demonstrate eligibility, candidates must submit an application documenting compliance with the following formal education, work experience, and professional conduct requirements:

Pathway to Certification

Step 1 Take and pass SFO Exam *Part 1: Accounting*

Step 2 Take and pass SFO Exam *Part 2: School Business Management*

Step 3 Adhere to the ASBO International Certification Code of Conduct

Certification Prerequisites

Step 1 There are no prerequisites to take the SFO Exam *Part 1: Accounting*.

Step 2 Meet one of the three options below.

A. Master's degree in a field related to school business management plus two years of experience as a school business official with overall administrative responsibility for, or administrative experience in, the areas in the exam competencies.

OR

B. Bachelor's degree plus three years of experience as a school business official with overall administrative responsibility for, or administrative experience in, the areas in the exam competencies.

OR

C. Professionals not meeting the educational requirements, but who believe they are seasoned practitioners, can request eligibility through the seasoned practitioner application process.

Experience Requirements

Depending on education level, candidates must have at least 24 or 36 months of overall administrative responsibility at a K-12 or community college education system in each of these school business related areas:

- Managing accounting systems
- Managing accounting functions
- Conducting financial planning and analysis
- Conducting budgeting and reporting activities.

Candidates must also have at least 24 or 36 months of administrative experience at a K-12 or community college education system, depending on education level, in at least three of the following school business related areas:

- Risk management activities
- School facilities
- Information systems
- Human resource functions
- Ancillary services.

For more information about each of these areas of school business management, view the exam content outline.

Seasoned Practitioner

The seasoned practitioner process allows individuals who have not achieved a bachelor's degree to submit documentation of alternative education and professional experience for review by the Certification Commission for possible acceptance in lieu of the bachelor's degree.

To be granted the seasoned practitioner status, an applicant must have been employed as a school business official for a minimum of seven years, in accordance with the experience requirements, and must demonstrate to the satisfaction of the Certification Commission that his or her combination of education and experience is equivalent to that demonstrated by a bachelor's degree and three years of experience as a school business official. Visit www.asbointl.org/certification or contact ASBO International at certification@asbointl.org or 866/ 682-2729 ext. 7065 for information about this process.

Scheduling an Examination Appointment

After the application is received, the candidate will receive an *authorization to test* email confirming eligibility status and providing a phone number and link to a Website where the candidate can schedule an appointment for the examination. Candidates are given a

window of five months in which to take the part(s) of the exam they are authorized to take.

Candidates call the provided number or visit the identified Website to schedule their examination appointment within the five-month authorization to test window. Examination appointments will be confirmed by email. Candidates are responsible for retaining this information as they will receive no further notice.

Fees

The application fee is $150 for ASBO International members or $225 for non-members.

Candidates have one calendar year in which to sit for the two-part examination without incurring additional fees. After one calendar year, individuals must show continued meeting of eligibility requirements and pay the full application fee of $150 for members and $225 for non-members.

If within the first year of application a candidate who would like to extend his or her application eligibility for another one-year period can do so by continuing to meet the eligibility requirements and paying an extension fee of $60.

The exam fees are $195 for *Part 1: Accounting* and $295 for *Part 2: School Business Management* and each registration fee includes a five-month authorization to test window.

Candidates who fail either part of the examination must show they continued meeting the eligibility requirements and must pay a re-examination fee of $100 for *Part 1: Accounting* and $200 for *Part 2: School Business Management*.

Once certified, the SFO annual renewal fee is $125, due when the renewal application is submitted at the end of each one-year period.

The certification period is for three years. At the end of that time, certificants are required to submit a recertification application; no additional fees are collected at this time.

Exam Sites

SFO certification exams are administered at Pearson Vue professional testing centers and their affiliate locations throughout the United States and Canada. For a list of the test center locations, test administration times, and availability, see www.asbointl.org/certification.

Personal Information Changes

The email and physical addresses provided on the application will be used for communicating with the individual about eligibility, examination confirmations, and results. Candidates are responsible for informing ASBO International of any address changes. Changes should be made using the online *SFO Credential Management System*.

Authority

ASBO International reserves the right to ask applicants to furnish such information and make such inquiries as may be deemed appropriate to identify the nature and extent of the applicant's education, experience, competency, or moral character.

Special Circumstances and Fees

Applicant Ineligibility

An applicant may be determined ineligible for the following reasons:

- Insufficient documentation to assess eligibility, or
- Documentation provided does not meet eligibility requirements, or
- Lack of required fee(s).

If it is determined that the information provided is inadequate to assess eligibility, the applicant will be notified and given a deadline by which to respond with necessary documentation. If documents are not received by the given deadline, the application will be denied. No subsequent applications will be processed under the original fee. If the applicant is denied eligibility a second time, a new application and fee will be required.

Reapplying for Eligibility

Once the candidate has exhausted his or her one-year application period, he or she can reapply for eligibility by submitting a new application, subject to the prevailing policies, complete with supporting documentation and application fee.

Cancellation / Refund Policies

All program fees are non-refundable. Exam re-scheduling can be done with the test provider with no penalty, up to 48 hours before the scheduled exam time. Candidates who fail to appear for an examination for any reason forfeit all fees and must pay appropriate fees for subsequent examinations.

Under extreme circumstances (medical emergency or death of an immediate family member) late cancellations may be accepted. Extreme circumstances must immediately precede or coincide with the exam, and documentation must be provided in writing within seven days of the original examination date. Approvals will be made on a case-by-case basis.

Audit

ASBO International will audit a portion of the applications that are submitted for compliance with the certification program requirements. It is the candidate's/certificant's responsibility to keep all documentation necessary to support program compliance. For further information about the audit process, view the *Certification Policies and Procedures Manual* (www.asbointl.org/certification).

Postmark Deadlines

All SFO program materials should be submitted through the online *SFO Credential Management System*, unless otherwise noted by ASBO International. All deadlines set by ASBO International are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service or Canadian equivalent postmark, the latter will be considered official. ASBO International does not verify receipt of applications by telephone. If candidates are required to mail materials to ASBO International, they are strongly encouraged to use express or certified mail with return receipt requested.

The Examination

Examination Formats

The SFO exam is administered throughout the year through a network of computer-based testing centers. The *Part 1: Accounting* test consists of 70 multiple-choice questions and the *Part 2: School Business Management* test consists of 100 multiple-choice questions. Candidates are presented with a question and are asked to choose the correct answer from the four options provided. Only one answer is correct. There is no penalty assessed for an incorrect answer; points are scored only for correct answers.

Language

The examinations are offered in English only.

Test Administration Modifications

Special accommodations to test administration shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act, the Canadian Federal Disabilities Act, and the Canadian Charter of Human Rights) who submit with their certification application, a written explanation of their needs along with appropriate medical documentation. Requests must also be submitted with sufficient time to allow ASBO International to make arrangements. Application forms for accommodations are included under the ***Forms*** section later in this Handbook and provided on the online *SFO Credential Management System*.

Preparing for the Examination

Examination Content Outline

The SFO computer-based examination conforms to a content outline based on a job task analysis of school business management. Below is the content outline for the SFO certification computer-based examination.

Knowledge – Part 1: Accounting	% of Exam (70 questions)
Manage Accounting Systems Maintain Accounting Software Maintain Chart of Accounts Reconcile General Ledger Accounts Track Fixed Assets	28-33 %
Manage Accounting Functions Manage Payroll Functions Manage Accounts Receivable Manage Accounts Payable Process Manage Purchasing Procedures Manage Annual Budgets Prepare Financial Reports Manage Cash Flow	67-72%
Knowledge – Part 2: School Business Management	**% of Exam (100 questions)**
Conduct Financial Planning and Analysis Serve as a School Leader Review Financial Impact of Strategic Planning Goals Develop Financial Goals Evaluate Funding Options for Debt Management Develop Outside Funding Sources Analyze Economic Data Analyze Demographic Data Develop Multi-Year Forecast Estimate Real Estate Property Tax Revenues	27-32%
Conduct Budgeting and Reporting Activities Project Student Enrollment Evaluate Instructional Program(s) Costs Develop Annual Budgets Manage Grant Activities Prepare for Annual Audit	15-20%
Conduct Risk Management Activities Evaluate Existing Risks Address Results of Risk Audit Conduct Annual Evaluation of Insurance Plans Manage Insurance Plans	10-15%
Manage School Facilities Update Facility Master Plan Oversee the Operation and Maintenance of School Campuses Oversee New Construction and Renovations	7-12%

Knowledge – Part 2: School Business Management	% of Exam (100 questions)
Manage Information Systems Assist in Developing a Technology Plan Maintain Technology Systems/Oversee Telecommunication Systems	4-6%
Manage Human Resource Functions Manage Hiring of New Employees Develop Compensation Structure Manage Staff Development and Training Programs Manage Evaluation Process Manage Personnel Administration Manage Employee Benefit Programs	15-20%
Manage Ancillary Services Manage Transportation Services Manage Food Service Programs Manage Purchasing Process Manage Other Service Programs	7-12%

On the Day of the Examination

Test Admission Procedures

Once a candidate has registered to take a test, he or she will be sent a confirmation email. The confirmation will contain the candidate's name and identification number, the address of the test center, the date of the test, and the name of the test. If a candidate loses the confirmation email or has not received it before the testing date, he or she should contact the test provider.

Candidates are encouraged to report to the test center one-half hour before their scheduled exam time. Two forms of ID are required. Candidates must present a valid government-issued photo ID with signature and a second form of ID with a signature (see information below on acceptable forms of ID). The name on the IDs must match the name on the exam confirmation email.

Identification (ID) must

- Bear the candidate's name exactly as provided during the exam registration process (as it appears on the exam appointment confirmation letter).
- Have a permanently affixed photo of the candidate's face.
- Be current — expired IDs will not be accepted.
- Be an original document — no photocopies will be accepted.

Acceptable forms of photo with signature identification are

- Government-issued driver's license
- Passport
- Military ID (except those with chips)
- Permanent resident visa
- Other government-issued ID.

Acceptable forms of signature identification include

- Any on the above photo ID list
- Social Security cards
- Credit/bank ATM card (signature required).

Unacceptable forms of identification include

- Employee identification or work badge
- University/college identification.

Candidates without a valid photo ID or signature ID, or who arrive more than 15 minutes after the scheduled exam time will NOT be permitted to enter the test center, and their examination fees will be forfeited.

Seating of candidates, distribution of test materials, and testing instructions will begin at the scheduled exam time. The total computer-based testing time is two hours for *Part 1: Accounting* and two and one-half hours for *Part 2: School Business Management*. Included in these testing times is five minutes for review and agreement of the non-disclosure statement, five minutes for a tutorial, and five minutes for a follow-up survey. Candidates may leave the test center after they have completed the test. There are no scheduled breaks.

Testing Center Rules

The following are the rules enforced during all test administrations at all test centers:

- All candidates must have proper photo ID to be admitted to the test center.
- Candidates are admitted only to their assigned test center at their assigned time.
- Candidates arriving more than 15 minutes late will not be admitted, and will have to contact ASBO International before they will be able to reschedule the examination.
- No guests are permitted in the examination rooms.

- No reference material, books, papers, or personal items (purses, briefcases, coats, etc.) are allowed in the examination room.
- Other than the ASBO International provided calculators (when applicable), no electronic devices are permitted in the assessment center, including telephones, signaling devices such as pagers and alarms, personal digital assistants (PDAs), and other hand-held computers.
- No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- Candidates may not communicate with other candidates during the computer-based examination. Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- No questions concerning the content of the examination may be asked during the testing period.
- Candidates will be provided with scratch paper to use during the computer-based examination. The paper must be returned to the proctor at the completion of testing, or the candidate will not receive a score report.
- Food and beverages are not permitted in the assessment center. Tobacco products and gum may not be used during the examinations.
- Breaks are not scheduled during the exam. Candidates are permitted breaks on an individual basis, but no additional time is given to candidates who take breaks. Candidates who must leave the testing room must receive permission from the proctor and may be escorted while outside the testing room.
- Candidates may not copy in writing or otherwise record or transmit to others any examination questions and/or answers or other aspects of the nature or content of the examination.
- Candidates may not offer to assist or solicit assistance from other candidates, examiners, or those responsible for the administration of the examination.
- Candidates may not engage in any other conduct or inappropriate behavior that is injurious to the integrity of the examination or to any of its participants.

Violating Test Center Rules

If a candidate is caught violating testing rules, which are explained to all exam candidates, the candidate's scores may be invalidated, the candidate may be barred or permanently prohibited from participating in the certification program. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules.

Misconduct at the Examination

It is improper for examination candidates to engage in any of the following activities:

- Fail to observe any rules of conduct as outlined by the proctor or site coordinator
- Copy in writing or otherwise record or transmit to others any examination questions and/or answers or other aspects of the nature or content of the examination.
- Bring any unauthorized answering agent of any nature (e.g., books, notes) to the examination site.
- Offer to assist or solicit assistance from other candidates, examiners, or those responsible for the administration of the examination.
- Engage in any other conduct or inappropriate behavior that is injurious to the integrity of the examination or to any of its participants.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his or her current examination fee and/or period of eligibility. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination. The appeals process can be found in the *Certification Policies and Procedures Manual* (www.asbointl.org/certification).

Violation of Code of Conduct

If it is determined that a candidate has violated the Certification Code of Conduct, the candidate may be barred from taking the exam for a timeframe that is determined by the Certification Commission, if determined necessary or appropriate based upon the seriousness of the incident or violation.

Inclement Weather or Other Circumstances Preventing Testing

If for any reason the exam is unable to be administered or if any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond the control of the candidate as determined by ASBO International, the candidate may receive an extended testing window (to be determined on an individual basis) and will be allowed to reschedule the examination without being charged a re-examination fee. Candidates will be responsible for their own associated expenses for future testing.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor. All such matters will be reported, investigated, and subject to further action based on policies and procedures adopted by the Certification Commission.

Cheating or other violations of the Certification Code of Conduct or matters that may constitute grounds for disciplinary action will be handled under the Disciplinary procedures adopted by the Certification Commission, but other issues in the nature of examination irregularities are not subject to appeal.

Handling of Tests

ASBO International will take all available precautions to ensure the appropriate and secure handling of completed test data. In the rare and extreme case in which the test data becomes lost or unreadable, candidates will be required to undergo retesting without being charged a re-examination fee. Candidates will be responsible for their own travel-associated expenses for future testing.

After the Examination

Notification of Results

Candidates are notified immediately of the examination results with an unofficial score report. Official score results will be emailed to candidates after the examination results have been audited. ASBO International reserves the right to revoke examination results during this time. For security reasons, results will not be given over the phone or sent by fax.

Results – Passing

Candidates who successfully complete the examination and whose credentials and application entitle them to certification will be notified by e-mail and granted a Certified Administrator of School Finance and Operations (SFO) certification.

The certification remains the property of ASBO International, which may withdraw, cancel, revoke, or otherwise annul the certification for cause.

Results – Failing

Candidates who do not successfully complete the examination will be able to access their official score report online in the *SFO Credential Management System*.

This report will indicate the candidate's overall pass/fail status. Failing candidates will also receive a scaled score. The scaled score indicates how close the candidate came to passing the examination. The minimum scaled score required to pass is 600.

The score report will also include an indication of the candidate's relative strengths and weaknesses by examination topic or domain. The percentage of the test addressing each domain is indicated in the exam content outline printed earlier in this Handbook.

Candidates pass or fail the test as a whole. There are no pass/fail scores calculated by domain. The score report feedback about the candidate's performance by domain is provided solely for the purposes of preparing for the next exam.

Retesting

There is no limit to the number of times a candidate may sit for each part of the examination; however, a candidate may take each part of the examination only two times during a one year period. Candidates who re-apply must submit a new application, pay all applicable fees, and fulfill all requirements stipulated by the Certification Commission for that year.

Retesting: Candidate Fails

Any candidate who is unsuccessful in either one of the two parts of the exam may retake that particular part provided the candidate is within his or her application window and has not exhausted the allotted two attempts at any examination within one year. All other scores will stand throughout the eligibility period. To register for the retake examination, the candidate must request and submit the current registration form and fees.

Retesting: Candidate Passes

In the event that a candidate passes any SFO certification test, the candidate is prohibited from retaking the same certification test.

Appeals Policy

Candidates may appeal the results of eligibility determination or the examinations within 30 days of the date of the results. The appeals process can be found in the *Certification Policies and Procedures Manual* (www.asbointl.org/certification).

Certificants

The following is a synopsis of information needed by individuals who become certified. More detailed information will be provided at the time of certification.

Appropriate Use of the Certification

An individual who has been granted the Certified Administrator of School Finance and Operations (SFO) certification may list the certification on stationery, Websites, business cards, and other promotional materials as:

First name, Last name, Certified Administrator of School Finance and Operations®

First name, Last name, SFO®

Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the title “Certified Administrator of School Finance and Operations®” and acronym designation on stationery, Websites, business cards, and any and all promotional materials.

Request for Duplicate Certificate

Any certificant may request additional copies of his or her certification document. Requests must be made in writing to ASBO International and may be made at any time. The fee of $25 must be included with the request. The request for a duplicate certificate can be found in the online *SFO Credential Management System*.

Annual Renewal

Certification is maintained by payment of the annual renewal fee and the certificant's continued agreement and compliance with the ASBO International Certification Code of Conduct. Failure to pay the required annual renewal fee and/or failure to sign the Code of Conduct by the due date of one-year from initial certification or last renewal will result in revocation of a certificant's certification. The certificant will have a 45-day grace period in which to renew and pay the renewal fee plus a $60 late fee. See the *Certification Policies and Procedures Manual* (www.asbointl.org/certification) for more details on the reinstatement process.

Annual Renewal Filing Extension

An SFO certificant may apply to ASBO International for a filing extension of the annual renewal application under the following conditions:

1. SFO certificant is currently unemployed.

2. SFO certificant has been appointed or elected to full-time public office on the local, state, or national level or is serving in the military.

The request for the filing extension must be submitted in writing to ASBO International prior to January 1 of the year immediately preceding the renewal date. Extensions are not granted for more than one year, subject to the review of the Certification Commission. There is an extension fee of $60 applied to each request.

Recertification

Certification is valid for a period of three years, at which time certificants must apply to be recertified by

1. Obtaining and maintaining documentation of 90 contact hours over the three-year recertification cycle (1 contact hour equals 50 minutes of content), and

2. Ensuring that at least 60 of the 90 required contact hours are in a structured learning environment, with up to 30 contact hours being in an unstructured learning environment. As part of the 30 unstructured contact hours, a candidate can count one year of experience on the job as 3 contact hours.

Structured Learning Environment:

Structured contact hours can be obtained by attending the following types of professional development that contributes to the certificant's knowledge and understanding of the profession: university/college courses (one credit = 15 contact hours), workshops and seminars, conferences, and online courses.

Unstructured Learning Environment:

Unstructured contact hours can be obtained through self-directed activities that contribute to the certificant's knowledge and understanding of the profession. Activities may fall into the categories of research and publishing, instruction, leadership, and service. For each year or single activity, certificants can earn three contact hours (i.e. one article published = three contact hours). For instruction activities, certificants earn three contact hours for prep and one contact hour for each 50 minutes of content delivered. These activities should be conducted on a part-time basis and not be considered the certificant's full-time job. Experience on the job may be included in this category with one year equaling three contact hours.

Notice of Recertification

Approximately six months prior to the expiration of the certificant's certification, ASBO International will send certificants a notice and information about the current recertification application. This notice will be sent to the certificant's last address on file with ASBO International's online *SFO Credential Management System*.

It is the professional responsibility of each individual certificant to notify ASBO International of a change of address, to be aware of his or her certification expiration date, and to complete the application by the stipulated deadlines. Failure to receive notice from ASBO International does not excuse the certificant from complying with all recertification deadlines.

Loss and Reinstatement of Certification

Individuals who do not meet recertification requirements will lose certified status. To reinstate certified status, individuals must re-establish eligibility and successfully pass the certification examination.

Forms

Test Modification Request Form

Candidates with disabilities covered by the Americans with Disabilities Act, the Canadian Federal Disabilities Act, or the Canadian Charter of Human Rights must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Special Testing Modifications

Exam Date and Location (test center) for which you are requesting accommodation:

Address: _____

City: _____ State: _____

I would like to request the following testing modification(s):

- ❑ Extended testing time (time and a half)
- ❑ Largeprint test. Point size: ____
- ❑ Reader
- ❑ Separate testing area
- ❑ Special seating, please describe: _____
- ❑ Wheelchair-accessible testing site
- ❑ Other special accommodations (please specify):

Applicant Signature: _____

Documentation of Disability-Related Needs By Qualified Provider

This form must be completed by a licensed health care provider or an educational/ testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing modifications requested must be included.

Professional Documentation

I have known _____ since _____ in my capacity as a(n)
(Name of Applicant) (Date)

_____. _____
(Professional Title) (Board Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Test Modification Request Form.

Comments on Disability

Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____

Date: _____

Candidate Instructions

Return this form with a copy of the *Test Modification Request Form* to:

Certification Department
ASBO International
11401 North Shore Drive
Reston, VA 20190

Written modification requests may also be scanned and submitted via email to: certification@asbointl.org with the words: *Test Modification Request* in the subject line of the email or online through the *SFO Credential Management System*.

ASBO International Certification Code of Conduct

The Association of School Business Officials International (ASBO) is a professional organization that supports and promotes school business management practitioner certification.

The Certification Code of Conduct enables ASBO International to define and clarify the professional responsibilities for present and future ASBO International certificants, i.e., Certified Administrator of School Finance and Operations (SFO).

It is vital that ASBO International certificants conduct their work in an appropriate and professional manner to earn and maintain the confidence and respect of colleagues, employers, students, and the public. That they also work to promote the highest standards of the profession conducting business honestly, openly, and with integrity.

To be qualified for ASBO SFO certification, individuals shall act in a professional manner and in accordance with the ASBO International Certification Code of Conduct as follows.

Applicants for ASBO SFO certification and ASBO SFO certification holders must

- Not participate in negligent, harmful, and/or intentional misconduct in their professional work;

- Report to ASBO International in writing of any conviction of a crime, except misdemeanor traffic offenses or traffic ordinance violations unless such offense involves the use of alcohol or drugs, or of any professional suspension within 10 calendar days after the date on which the certificant is notified of the conviction or suspension;

- Comply with all local, state/provincial, and federal laws, regulations, and statutes governing the practice of school business management;

- Neither accept nor offer or make any substantial compensation or gifts with the intent of influencing the judgment of any individual or business entity in connection with the work of the certificant or the certificant's employer, nor accept any substantial compensation from a supplier of materials or services in exchange for recommending or promoting the supplier;

- Not engage in conduct involving fraud or the wanton disregard of the rights of others and shall not have been convicted of a crime, the circumstances of which substantially relate to the practice of school business management or indicate an inability to engage in the practice of school business management safely and/or competently, including but not limited to crimes against children, sexual abuse; civil rights violations; embezzlement; theft, etc.;

- Not obtain or attempt to obtain certification by misrepresentation, bribery, fraud, or deception;

- Not make misrepresentations regarding ASBO SFO certification or renewal of ASBO SFO certification; and

- Not engage in cheating or other dishonest behavior that violates exam security, including memorization, reproduction or distribution of secure test content, and tampering with the contents of the exam.

In addition, no person shall be permitted to maintain ASBO SFO certification if, in the judgment of ASBO International's Certification Commission, the person's professional competence is substantially impaired by physical or mental disabilities such as drug or alcohol addiction, accidents affecting the brain, or mental health issues.

Candidate Agreements

All candidates must sign the Candidate User Agreement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the respective credential. The statement follows.

> I certify that, to the best of my knowledge, the information on this certification application is true, complete, and accurate. I authorize ASBO International to verify the accuracy of any information contained in, or supplied in support of the application from any person(s) having knowledge of such information.
>
> I understand that violation of the ASBO International Certification Code of Conduct may be grounds for disciplinary action and possible denial or revocation of certification. I recognize that admission to take the certification examination, once granted, may be revoked at any time if it is established that information provided for certification or for recertification is not accurate and/or complete; if I engage in illegal or inappropriate conduct during the exam or once certification is conferred; or if I violate the ASBO International Certification Code of Conduct.
>
> By my signature, I attest that I will maintain my certification as required and uphold the ASBO International Certification Code of Conduct.

When creating an account in ASBO International's online *SFO Credential Management System*, all candidates must read and agree to the following terms online:

> I hereby release, discharge, and exonerate ASBO International, its directors, officers, certification commission, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate.

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Applicant makes the following representations, warranties, and covenants:

A. The information included in this application by Applicant is true and correct and is not false or misleading in any respect;

B. Applicant will abide by all rules, regulations, procedures and policies of the Certified Administrator of School Finance and Operations (SFO) certification program (the "Program"), as amended from time to time, including, without limitation, the Program rules, regulations, procedures and policies set forth at www.asbointl.org ; and

C. Applicant will not engage in unethical behavior or seek an unfair advantage in connection with any certification examination, or assist others in doing so, such as by copying answers from another candidate, providing assistance to another candidate, or using unauthorized materials during the exam, and should Applicant become aware of such conduct by others, Applicant will report it to ASBO.

Applicant understands that failure to abide by these representations, warranties, and covenants will result in disciplinary action, including, but not limited to, expulsion from the Program, cancellation of exam scores, revocation of certified status, and/or disqualification from future examinations and programs.

Applicant hereby forever releases from liability, and waives any claim against, ASBO, its directors, certification commission, employees, instructors, and committee members for all acts or omissions, including, without limitation, with respect to disciplinary actions, which may adversely affect me in any way whatsoever, including but not limited to, loss of employment or promotion, inability to obtain a position which requires Program certification, and dismissal from any position.

The Materials (including, without limitation, the exam and course materials) in their entirety are ASBO's confidential material and are protected by copyright and trade secret law. The Materials are made available to Applicant solely for the purpose of becoming educated and certified in the technical area of the Program. Applicant acknowledges and agrees that Applicant is expressly prohibited from disclosing, publishing, reproducing, or transmitting any Materials (including, without limitation, the exam and course materials), in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of ASBO. Any breach of this agreement will result in Applicant's disqualification from the Program and may subject Applicant to civil and/or criminal penalties.

Applicant hereby indemnifies, defends, and holds ASBO, its successors and assigns, and its directors, committee members, officers, employees, members, representatives, and agents, harmless from and against any and all loss, liability, damage, claim, suit, demand and expense, including, but not limited to, taxes, fines, penalties, court costs and

attorneys fees, arising in connection with or related to any act or omission (including, without limitation, any breach of this agreement) of Applicant.

Applicant acknowledges and agrees that Applicant will not be entitled to use or display any Program names, designations, marks or logos unless and until Applicant has successfully completed the Program (including, without limitation, passed the exam) and has executed the Program license agreement provided by ASBO.

Click the **I ACCEPT** button to symbolize your signature and to accept these terms. Clicking the **I ACCEPT** button will form a valid contract between Applicant and ASBO.

Click the **I DO NOT ACCEPT** button if you do not accept these terms. You must click **I ACCEPT** to continue with the Program.

Signature: _____ Date: _____