



Recertification Guide

ONE-STEP PROCESS

Please review and keep this reference handy!
Effective February 1, 2018

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INTERNATIONAL



Horace Mann®

Recertification Requirements

Why is recertification necessary?

Recertification demonstrates your commitment to staying abreast of industry trends and best practices. It ensures that active SFOs maintain their professional competency by keeping their knowledge and expertise current. Recertification is a mandatory component of all nationally recognized certification programs.

Recertification is required every 3 years. It entails:

- Submission of 45 contact hours.
- Compliance with the ASBO International Certification Code of Conduct.
- Submission of \$300 recertification fee.

Failure to comply may result in revocation of certification. SFOs should contact the ASBO International certification department if they are unable to adhere to these guidelines before their recertification deadline.

Contact Hours

ASBO International uses contact hours to define a unit of continuing education.

1 contact hour = 50 minutes of educational content

SFOs must demonstrate that they have engaged in 45 contact hours of professional development learning during their 3-year recertification term. At least 30 of the 45 required contact hours must be in a structured learning environment; up to 15 contact hours can be in an unstructured learning environment. Contact hours earned prior to an individual's effective certification date cannot be applied toward recertification.

Contact hours may be subject to random audits. You will need to keep a record of your activities for three years in the event of an audit.

Note: ASBO does not pre-approve activities for contact hours. If uncertain about the eligibility of an activity, certificants may correlate their continuing education to the skills and knowledge content outlined under the SFO exam competency:

- Management of accounting systems
- Management of accounting functions
- Financial planning and analysis
- Budgeting and reporting activities
- Risk management activities
- Management of School facilities
- Management of Information systems
- Management of Human resource functions
- Management of Ancillary services.

View exam competency outline

Learn more about each area of school business management.

Tracking and Entering Contact Hours – Convenient and Easy Access

Certificants can log into “My SFO® Manager” to submit and track contact hours, pay renewal fees, and access certification reminders. Contact hour activities must be concluded before they are recorded.

Entering and tracking contact hours in 3 easy steps:

1. **Log into** My SFO® Manager.
2. **Go to “Forms” section and click “Complete a Form.”**
3. **Use the SFO Recertification Tracking Form to submit contact hours.**

Enter learning type (Structured or Unstructured activities):

Workshop/seminar

Title

- Administrator Days

Provider

- Department of Education

Date(s) of the Learning Event

- 07/30/2017

Length of Time for Learning Event (hours)

- 5 Hours

Number of Contact Hours (one contact hour = 50 minutes of content)

- 5 Contact Hours

Area(s) of Exam Content Outline Covered in the Learning Event

- Conducting Budgeting and Reporting Activities

EXAMPLE

Once completed, click “Validate” to submit for review.

Important Reminder!

Continue to add contact hours by using the Add New button. Save your entries for later until you have attained 45 contact hours. Only submit for review once you have completed all entries.

Guide for Assessing Contact Hours

Contact hours may be in a structured or unstructured learning environment.

Calculation Guide for Contact Hours

Structured contact hours may include traditional instructor-led classroom or e-learning format.

Activity Type	Definition	Contact Hours
Conference/Seminar/Workshop Course must be relevant to the practice of finance or school business administration.	Half-day	4
	Full-day	8
University/College Credit must be from a degree-accredited institution; includes distance learning.	One Credit	15
E-learning: Webcast, Podcast, Audiocast (recorded audio or video file) Presentation or recording must be relevant to the practice of finance or school business administration. Event title, provider, and duration are required.	One Hour	1

Unstructured Learning Qualifying Activities

Contact hours for unstructured learning activities can be obtained through self-directed activities that contribute to the certificant's knowledge and understanding of the profession.

Class Instructor/Speaker/Panelist Includes SFO study courses. Content must be relevant to the practice of finance or school business administration. Instructor activities should be conducted on a part-time basis and not be considered the certificant's full-time job.	Preparatory Work	3
	Per 50-minute Delivery	1
Author Topic must be relevant to school finance and administration practice or exam domain.	One Published Article	3
Volunteer Service <ul style="list-style-type: none"> • Executive Committee/Board of Directors/Commission • Affiliate and Professional Memberships 	Annually	1 (Max 3 per recertification term)

SFO Program Service Service as a subject-matter expert contributing to SFO exam-development activities.	Job Analysis Task Force	6
	Item Writer	6
	Standard Setting	6
Work Experience New or current employment.	One Year's Experience	3 (Max 3 per recertification term)

Code of Conduct

SFOs must agree to and sign an annual Certification Code of Conduct. Their signature authorizes ASBO International to verify the accuracy of any documentation supplied in support of their annual contact hours submitted.

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 Administrators of School Finance and Operations (SFOs). 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. They must also work to promote the highest standards of the profession, conducting business honestly, openly, and with integrity. **View Code of Conduct**

Failure to Recertify

SFOs who fail to complete their recertification requirements by their due date have a 45-day grace period. Failure to comply beyond the grace period may result in their certification falling under an "Expired" status. In the case of an "Expired" status, an SFO has 3 months to contact ASBO International and provide the necessary contact hours. Failure to comply will lead to their status being changed from "Expired" to "Revoked," and their certification possibly terminated.

Under an "Expired" or "Revoked" status, an individual may not use the SFO certification designation or acronym.

Recertification Extension

A certificant may petition to the SFO Commission to file an extension for recertification under the following conditions:

1. Certificant is currently unemployed or falls under "Hardship Status."
2. 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 filing an extension must be submitted in writing to ASBO International within 3 months of their post-recertification date. If an extension is granted, it will not exceed 1 year and is subject to the review of the Certification Commission.

Hardship Status

The SFO Commission realizes that there are unforeseen hardships that may affect a certificant's ability to complete their recertification. Examples of these circumstances include, but are not limited to, serious personal or family illness or tragedy, long-term military deployment, and unemployment lasting 6 months or more. A certificant may submit an appeal to the SFO Commission for an extension due to hardship at least 45 days before the expiration of their annual renewal and/or recertification. The Commission requires a minimum of 6 weeks to review supporting documentation and provide a response. If approved, certification will be reinstated for a period of 1 year with a waiver of required fees.

Loss of Certification

Individuals who have an "Expired" status, are beyond their grace period, and have made no attempt to contact ASBO International to fulfill their recertification requirements are no longer certified. To be reinstated, they must: Complete another initial program application (with payment), re-establish eligibility to reapply, and re-take and pass the SFO exam.

Appeals

The SFO Commission Recertification Committee will review appeals on a case-by-case basis. The following are the requirements for appeals:

1. Appeals must be submitted within 45 days of a certificant being notified of an adverse decision, with day one being the electronic date on the certificant's notification in "My SFO Manager."
2. Appeals must explain the reason for the request. Supporting documentation and any new or additional information for consideration are required at the time of submission.

Recertification Committee Review and Consideration

1. Confirmation of receipt of an appeal will be provided within 14 days via email.
2. The Recertification Committee will review and consider properly filed appeals via teleconference or during its annual meetings.
3. When necessary, the committee has the authority to seek legal advice regarding any aspect of an appeal.
4. The Recertification Committee will notify the applicant of its decision within 60 days of the decision.

Suspending/Withdrawing Certification

The Certification Commission is the only entity authorized to make suspension or revocation decisions and, at its discretion, may revoke certification for the following reasons:

- It is discovered/reported that a certificant was not qualified to receive the certificate at the time it was issued.
- A certificant fails to maintain moral, ethical, or professional behavior (as stated in the Code of Conduct) or engages in misconduct that adversely affects ASBO International and the SFO certification program.