



# SFO Certification Program

Be the next New Mexico certified Administrator of School Finance and Operations!!!

## What is the Certified Administrator of School Finance and Operations? (SFO)

- The SFO certification is the only recognized certification program for school business administrators in North America.

## Why is the SFO certification valuable to school business officials?

- Demonstrates initiative, professionalism, dedication.
- Measures against professional standards.
- Provides national recognition.
- Elevates professional stature.
- Keeps skills current through continued professional development.

## Earning your SFO



## **SFO Online Resources ASBOINTL.ORG/SFO**

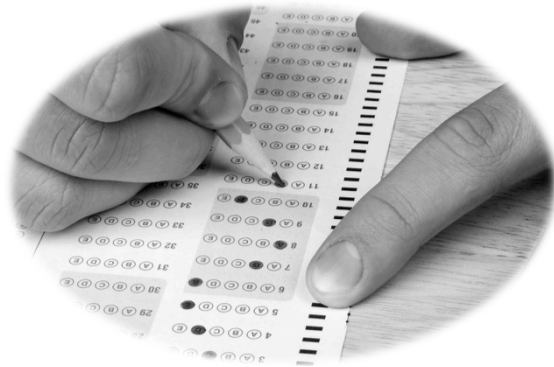
- How to become an SFO
- Introductory video
- Code of Conduct
- Candidate Handbook & FAQs
- Application
- Skills Refresher Videos, Assessments & much more...

## **Renewal & Recertification**

- **Maintain Your Proficiency and Credibility**



## What is the SFO Test Like?



## Quiz Time!

- **What is an important consideration when developing a data recovery backup plan?**
- A. The backup information will be securely stored on a separate server in the same location with the capability to run the software
- B. The backup information will be securely stored in an offsite location with the capability to run the software at an alternate location
- C. The backup information will be securely stored and accessible only to individuals who have the technical knowledge to run the software
- D. The backup information will be securely stored and accessible to a third-party vendor who has the technical knowledge to run the software

## Quiz Time!

- **What is an example of a "proprietary fund"?**
- A. A trust fund
- B. A general fund
- C. A capital projects fund
- D. An enterprise fund

## Recommended steps to achieve your goal by next Fall Conference!

**GOAL #1: OVERVIEW AND ELIGIBILITY**

**JANUARY**

- Understand the eligibility criteria:
  - Exam Part 1: Accounting
    - No Requirements!
  - Exam Part 2: School Business Management
    - Master's degree in a field related to school business + 2 years of experience overseeing the major areas of school business\*.
    - OR
    - Bachelor's degree in a field related to school business + 3 years of experience overseeing the major areas of school business\*.
    - OR
    - 7 years as a school business official overseeing the major areas of school business\*, based on approval of the seasoned practitioner provision.
- Read the SFO Candidate Handbook.
- Read the SFO Policy and Procedure Manual.

**GOAL #2: INITIAL APPLICATION**

**FEBRUARY – APRIL**

- Visit My SFO® Manager to create your username and password.
- Complete the initial SFO application and submit the application fee.

**OPTIONAL:** Check out these resources to begin preparing for the exams!

- **11 Skills Refresher Videos** – [asbointl.org/SFOVideos](http://asbointl.org/SFOVideos)
- **Affiliate Study Groups** – contact your state or province ASBO affiliate
- **SFO Exam Application Guide**

## On the Road to Success

- Goal #3 Exam Application and Scheduling

- Complete the Exam Part 1 application and/or the Exam Part 2 application.
- Look for an authorization email to arrive within 10 business days of submitting your exam application.
- Using your SFO candidate ID number found in the authorization email, schedule your exam at a Person VUE SFO testing center

## Contract Certification

- Call us! 866.682.2729 (toll free for U.S.)
- Email us! [certification@asbointl.org](mailto:certification@asbointl.org)
- Visit us! [asbointl.org/SFO](http://asbointl.org/SFO)

## **Celebrate and request your reimbursement from NMASBO – We are proud of you!**

- NMASBO will reimburse SFO recipients for their application and testing fees. The Board of Directors approved \$15,000 to assist our members as we fully support this certification. First-come, first-serve basis, so won't you be the next SFO in New Mexico?