

How to apply:

- Visit www.ndsba.org
- Click on the Business Managers Certification Program tab
- Download and complete an application. Mail your application package to NDSBMCP, 122 West Owens Avenue, Bismarck, ND 58501.
- NDSBA will inform you of the next available training dates and provide instructions on how to register. Each class is limited to the first **40** students.

Program Overview and Cost

COURSE REQUIREMENTS

Introductory courses

(20 hours)

- Introduction to accounting* (3 hours)
- Introduction to payroll* (3 hours)
- Introduction to school district operations (2 hours)
- School business manager roles and responsibilities (3 hours)
- Open records and meetings (2 hours)
- Introduction to school finance (3 hours)
- State and federal reporting systems (4 hours)

*Test-out option available

Intermediate courses

(17 hours)

- School law for business managers (2 hours)
- Record management and retention (2 hours)
- Elections (2 hours)
- Bidding, purchasing, and inventory (2 hours)
- Human resources I: Hiring, evaluations, and termination (3 hours)
 - Budget, budget forecasting, and school accreditation (3 hours)
 - Audit preparation and internal controls (3 hours)

Advanced courses

(15 hours)

- Human resources II: Employee benefit and insurance administration (3 hours)
- Business manager's role in negotiations (2 hours)
- Asset management, investing, and bonding (4 hours)
- Ancillary services management (3 hours)
- Reporting to the board (3 hours)

Affiliate coursework

(9 hours)

Certification candidates are required to complete 9 hours of training at NDSBA and/or NDASBM-sponsored events.

LOCATION

The program is a combination of courses held in Bismarck and online courses. Bismarck courses are typically held in blocks over the course of one to three days in conjunction with NDSBA conferences/events.

COST

Registration for each course is \$50 per hour. Courses are offered at this low rate because the North Dakota legislature has allocated funding to assist with the cost of tuition for this program.

Most courses will require students to have access to a computer.



Entrance Requirements

- A high school diploma or GED
- Completed and submitted a NDSBMCP application
- North Dakota resident or employed in a North Dakota school
- Received approval to participate in certification program from school board in district of employment (if currently a school employee)
- Member of the NDASBM

