

PASBO PROFESSIONAL CERTIFICATION

CEU Calculation Quick Guide

Type 1 – Conferences/Group Programs

State or National Professional Conferences – two or more days	4 CEUs
PASBO Regional Chapter Meeting	1 CEU

Type 2 – Workshop Attendance

Program less than ½ day	2 CEUs
Program half day	3 CEUs
Program full day	4 CEUs

Type 3 – College/University Courses

Graduate/Undergraduate credit courses	4 CEUs per credit
Non-credit courses	1 CEU per 4 hours of instruction/ max of 3 CEUs per course

Type 4 – Workshop/Conference Presenter

.5 to 1 hour presentation	3 CEUs
1.5 hour or longer presentation	4 CEUs
Same presentation at each additional site	2 CEUs
(Presenter earns Type 2 credit for first site only)	Per program length

Type 5 – Published Tips, Articles, Books

Tip in professional publication (PASBO or other)	1 CEU
Article in professional publication (PASBO or other)	2 CEUs
Author/Co-author of booklet	3 CEUs
Author/Co-author of book	6 CEUs

Type 6 – Leadership Positions

PASBO/ASBO Officer or Director	6 CEUs per year served
Regional Chapter Officer (Pres, VP, Sec, Treas)	4 CEUs per year served
PASBO/ASBO Committee Chair or Vice Chair	4 CEUs per year served
PASBO/ASBO Committee Member (min 6 hours involvement)	3 CEUs per year served
Officer/Director in other organization related to school business	3 CEUs per year served
Committee member/service provided to other organization related to school business management (min 6 hours)	2 CEUs per year served

Type 7 – Other

ASBO/GFOA Certificate of Excellence in Financial Reporting; Meritorious or Distinguished Budget Award	18 CEUs for first award 4 CEUs each subsequent year
Award Reviewers approved by ASBO/GFOA	2 CEUs for each report/budget reviewed for award program
PASBO Mentorship Program – Mentors and mentees	6 CEUs per year completed
Business Office Review Team Member	3 CEUs for each full day at review site 2 CEUs for preparing written report
Testimony at Hearings	4 CEUs for issue development 2 CEUs for oral presentation
PASBO/ ASBO Award Programs	2 CEUS for each entry 3 CEUS for award winners
Benchmarking (Electronic Resource Center) Submissions	1 CEU per submission
Pilot Programs/Special Projects	2 CEUs for each program or pilot