

OASBO School Treasurer Licensure Pathway Program

Taught by experienced practitioners, OASBO's Pathway program combines classroom learning, assessments, and a forecasting project—providing essential knowledge and skills for future success as a school district treasurer. The requirements for obtaining a school treasurer's license in Ohio include educational and field experience requirements and a state-administered assessment. The OASBO Pathway program serves as the field experience requirement.

OASBO School Treasurer Licensure Pathway Program

The State Board of Education (SBOE) requirements for obtaining a school treasurer's license in Ohio include both educational and field experience requirements, as well as a state administered exam. The OASBO Pathway program serves as the field experience requirement.

Use the ☐ checklists below to track your progress toward your treasurer's license.

Educational Requirements (SBOE)

The educational requirements for a treasurer's license are set by the Ohio State Board of Education (SBOE). They include:

- ☐ A bachelor's degree in business, plus a three semester-hours in both school law and school finance
-OR-
- ☐ A bachelor's degree in a non-business area, plus three semester-hours in accounting, six semester hours in accounting, business or finance coursework, plus three semester-hour courses in both school law and in school finance

Exam Requirement (SBOE)

- ☐ Following the completion of the educational and field experience requirements, pass an exam administered by the State Board of Education. The exam is required for initial licensure only and not for renewal.

OASBO Pathway Admission Requirements

Admission requirements include an application to participate in the OASBO School Treasurer Licensure Pathway program with the following minimum requirements:

- ☐ At least senior status at an accredited university with an anticipated graduation date within 12 months
- ☐ Ability to achieve appropriate degree and/or accounting hours necessary for licensure within 12 months.
- ☐ Enrolled or plan to enroll in School Law and School Finance within 12 months.
- ☐ Agree to complete required curricular based courses within 18 months.
- ☐ Agree to enter OASBO's Mentoring Program within 60 days of employment as a school treasurer and to complete it within 14 months.
- ☐ Participants must be a Professional, Associate, or Student member of OASBO.

OASBO Plan of Study

Each candidate must complete the following courses. This is the preferred (but not mandatory) order in which candidates should take them.

- ☐ Essentials of Financial Management & Administration
- ☐ Essentials of School Funding & Finance*
- ☐ Essentials of Budgeting & Forecasting*
- ☐ Essentials of Business Operations
- ☐ Essentials of Human Resources
- ☐ Essentials of Leadership

**These courses must be taken in-person.*

- ☐ Complete a Capstone Project—Effectively Presenting a Forecast
 - Research and interview (Approximately 12 hours)
 - Presentation development (Approximately 4 hours)
 - Presentation to Peer Group (Approximately 10-15 minutes)
- ☐ Complete at 6-12 month Mentorship Program, after being licensure or employment as a Treasurer/CFO, including a Mentorship Assessment at the end.

Fees

All participants are required to be a Professional, Associate, or Student member of OASBO. Participants will also be responsible for course registration fees.

College Credit Available (not required)

OASBO offers college credit for some courses, including all of the Essentials Courses required in the OASBO Pathway, through a partnership with Ashland University. This is not a requirement. Please contact our office for details.

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