



Initial School Business Official License Checklist

Licensee's Name:

File Number:

Application Date:

Issue/Review Date:

Consultant's Name: .

License Type: 510

Documents Required:

Social Security number provided, (Copy of card needs to be provided, if social not placed on application)

A current certified public accountant certificate **OR**

Official Bachelor's, Master's, or Doctorate degree in accounting, business, or a related field with at least 24 semester hours in accounting or business coursework from a regionally accredited or department approved college or university **OR**

Official Associate's degree in accounting or a related field from a regionally accredited or department approved college or university including at least 24 semester hours in accounting or business courses from a regionally accredited or approved college or university plus at least 3 years of verifiable, employment experience as a school business official.

A high school diploma or high school equivalency credential **AND**

At least five years of verifiable employment experience working under the supervision of a licensed school business official **AND**

40 hours of licensure credit (NMBASBO) for school business official license continuing education

NMBASBO Winter and Fall Conferences

NMBASBO Bootcamp

For office use only:

Email sent requesting:

1 year license issued if New Mexico Association of School Business Officials (NMBASBO) winter and fall conferences not completed. (1@) **(WP Correspondence notice emailed requesting NMBASBO for winter and fall conference certification)**

Level 1; 3 year license issued if verification of conference provided

Comments: