

**Initial School Business Official License Checklist**

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| 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 (NMASBO) for school business official license continuing education

[ ]  NMASBO Winter and Fall Conferences

[ ]  NMASBO Bootcamp

**For office use only:**

[ ]  Email sent requesting:

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

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

Comments: