# Certified Administrator of School Finance and Operations® (SFO®)

## **Guidance for Offering the ASBO Affiliate Discount Coupon**

### **SFO® Certification Overview**

In addition to meeting education and experience criteria and reviewing and signing a code of conduct, candidates for ASBO International’s SFO certification program must pass a two-part multiple-choice examination. With this discount program, ASBO is encouraging its affiliate organizations to help prepare candidates for the SFO examinations.

### **Discount Details**

As an ASBO affiliate organization, you qualify to be a part of this discount program. Each of your members who complete an SFO examination test preparation program sponsored by your organization will receive a coupon that entitles him or her to a waiver of the initial application fee for one year from the date of completing the test preparation program—a $150 value for ASBO International members and a $225 value for non-ASBO members. This discount applies only to the initial application fee. The candidate is responsible for paying the examination fees of $195 for Part 1 exam and $295 for Part 2 exam, any examination retake fees, the $125 annual renewal fee once the certification is earned, and any other program administration fees charged for late fees.

This discount program is available for a limited time. You must conduct your SFO preparation program before December 31, 2013.

### **Program Administration Details**

Follow these steps to ensure your members benefit from this program.

*Step 1:* Create a test preparation program for your members (i.e., organize study groups, conduct a one-day workshop, etc.).

*Step 2:* Contact ASBO International about your test preparation program at [mwilliams@asbointl.org](mailto:mwilliams@asbointl.org) or [pweber@asbointl.org](mailto:pweber@asbointl.org). ASBO will collect information about the program and begin preparing the coupons for your use.

*Step 3:* Advertise your ability to provide the program discount for candidates who complete your test preparation program(s).

*Step 4:* Conduct your test preparation program(s) and distribute the discount coupons after the completion of your program. Coupons can be distributed in any way you see fit, as long as you are confident participants have completed the program.

*Step 5:* Send ASBO International a roster of candidates who have completed the test preparation course to ensure they receive the discount.

### **Examples of Language You Can Use for the Discount Program**

“By completing this SFO® certification examination preparation program, you can earn discounts toward the initial application fee—a value of $150 for ASBO International members and a value of $225 for non-ASBO International members. All other program fees apply.”

“To redeem your SFO® certification program discount, enter the coupon code into the payment section of the *Step 1: Initial Application* form of the SFO certification program.”

### **CouponS**

The coupons will be provided to you via email in a pdf document prior to your program. You will be responsible for distributing the coupons to candidates who have completed your program.

Example Coupon

