**Finance Officer Certification**

**Steps to Certification**

Steps to become fully certified:

* Current Provisional Certification
* Completion of the KFIP Program
* Completion of Form FOCP-2 (Application for Full Certification)
* Obtain 15 hours of Finance Officer training from the Finance Officer Curriculum, provided by a KDE approved training provider
* Obtain 12 hours of training in Munis provided by a KDE approved training provider.

**OR**

* If in current grandfather status, be accepted as a Mentor
* Complete Mentor training
* Mentor for 12 consecutive months
* Successful completion of Mentor duties