**Finance Officer Certification**

**Steps to Certification**

Steps to become fully certified:

* Current Provisional Certification
* Completion of the Internship Program
* Completion of 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 Enterprise ERP (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