



# SUPPORT PROFESSIONALS PROGRAM CHECKLIST

*Keep this page to review your progress*

## STEP 1 apply

### TO DO:

- ☐ Share justification template with supervisor
- ☐ Obtain supervisor approval
- ☐ Become an Illinois ASBO Support Professionals Member  
(recommended)
- ☐ Submit application to Illinois ASBO

## STEP 2 attend

### THREE REQUIRED CONFERENCES

- ☐ SupportCon or SupportCon South — September/December  
(4 hours)
- ☐ Regional Conference - October (6 hours)
- ☐ Bookkeepers Conference — Spring (5 hours)
- ☐ One Day of the Illinois ASBO Annual Conference — Spring  
(5 hours) Support Professionals receive a discounted one-day rate.

### FIFTEEN HOURS OF SEMINARS:

Two full day seminars offered annually in the Fall

- ☐ Full Day Seminar #1 (5 hours)
- ☐ Full Day Seminar #2 (5 hours)

Two half day seminars offered annually in February and July

- ☐ Half Day Seminar #1 (2.5 hours)
- ☐ Half Day Seminar #2 (2.5 hours)

### FIVE HOURS OF ELECTIVES:

- ☐ Webinars, including Lunch & Learns (One hour each)
- ☐ Emerging SBO Summit — July (Five Hours)
- ☐ \_\_\_\_\_ Hours
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- ☐ \_\_\_\_\_ Hours