



SUPPORT PROFESSIONALS PROGRAM CHECKLIST

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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

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)

STEP 2 attend

FIVE HOURS OF ELECTIVES:

- Webinars, *including Lunch & Learns* (One hour each)
- Emerging SBO Summit — July (Five Hours)
- _____ Hours
- _____ Hours
- _____ Hours
- _____ Hours