

**PROVISIONAL CERTIFICATION APPLICATION
KENTUCKY FINANCE OFFICER CERTIFICATION PROGRAM**

Applicant Name _____

Address _____

Telephone _____

Employing school district _____

Address _____

Telephone _____

Contact person _____

Degree(s) Obtained

Degree _____

Institution _____

Degree _____

Institution _____

Degree _____

Institution _____

<i>For Official Use Only</i>	
Date received	_____
Certificate Number Issued	_____
Mentor Assigned or Date	_____
Grandfather Status Recognized	_____

Has the applicant completed at least twelve (12) credit hours in accounting coursework from an accredited postsecondary institution?

Yes *Attach transcript(s)*

No

List work experience which was primarily in accounting or finance.

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

CHECK ONE:

This application also serves as my application to the Kentucky Finance Officers Internship Program (KFIP)

This application serves as my request for grandfather status

Signatures

Applicant

Date

Superintendent of employing district

Date

**FULL CERTIFICATION APPLICATION
KENTUCKY FINANCE OFFICER CERTIFICATION PROGRAM**

Applicant Name _____

Address _____

Telephone _____

Employing school district _____

Address _____

Telephone _____

Contact person _____

Provisional certificate number _____

Date issued _____

Date of successful completion of Kentucky Finance Officer Internship Program
(attach KFIP Assessment Committee Final Report) _____

Has the applicant obtained fifteen (15) hours of school finance training by a provider approved by KDE for this purpose?

Yes *attach documentation*

No

Has the applicant obtained twelve (12) hours of MUNIS training offered by a provider approved by KDE for this purpose?

Yes *attach documentation*

No

Signatures:

Applicant _____ Date _____

Superintendent of employing district _____ Date _____

<i>For Official Use Only</i>	
Date received	_____
Certificate Number Issued	_____

**INTERN PROGRESS REPORT
KENTUCKY FINANCE OFFICER INTERNSHIP PROGRAM**

Intern Name _____

Mentor Name _____

Date Internship Began _____

Quarter: _____

Curriculum Area

ND PD D N/A

Audit

Comments:

Budgets

Comments:

Cash Management

Comments:

Construction

Comments:

Financial Statements

Comments:

[Empty comment box for Financial Statements]

Funding

Comments:

[Empty comment box for Funding]

Internal Controls

Comments:

[Empty comment box for Internal Controls]

Purchasing

Comments:

[Empty comment box for Purchasing]

Signatures

Mentor _____ Date _____

Intern _____ Date _____

FOCP-3
Effective 7-1-15

Key: ND - not demonstrated; PD - partially demonstrated; D - demonstrated; N/A - not applicable for the period.

**ASSESSMENT COMMITTEE REPORT
KENTUCKY FINANCE OFFICER INTERNSHIP PROGRAM**

Intern Name _____

Date Internship Began _____

Mentor Name _____

Superintendent or Designee _____

KDE Representative _____

First Half

Second Half

ND PD D N/A

Curriculum Area

Audit

Comments:

Budgets

Comments:

Cash Management

Comments:

Construction

Comments:

Financial Statements

Comments:

Funding

Comments:

Internal Controls

Comments:

Purchasing

Comments:

The result of the KFIP internship: (applicable only for the second half report)

- Successful completion
- Portion(s) to be repeated: _____
- Entire internship to be repeated

Signatures

Mentor _____ Date _____

Superintendent or Designee _____ Date _____

KDE Representative _____ Date _____

Intern _____ Date _____

Key: ND - not demonstrated; PD - partially demonstrated; D - demonstrated; N/A - not applicable in this period

**ASSESSMENT COMMITTEE REPORT
KENTUCKY FINANCE OFFICER INTERNSHIP**

Intern Name _____

Date Internship Began _____

Mentor Name _____

Superintendent or Designee _____

KDE Representative _____

Curriculum Area

Audit

Comments:

Budgets

Comments:

Cash Management

Comments:

Construction

Comments:

Financial Statements

Comments:

Funding

Comments:

Internal Controls

Comments:

Purchasing

Comments:

The result of the KFIP internship: (applicable only for the second

Successful completion

Portion(s) to be repeated:

Entire internship to be rep

Signatures

Mentor _____

Superintendent or Designee _____

KDE Representative _____

Intern _____

Key: ND - not demonstrate

**MENTOR APPLICATION
KENTUCKY FINANCE OFFICER INTERNSHIP PROGRAM**

Applicant Name _____
Address _____

Telephone _____

<i>For Official Use Only</i>	
Date received	_____
Interview Date	_____

Employing school district _____
Address _____

Telephone _____

Has the applicant obtained full certification under the Kentucky Finance Officer Certification Program?

Yes Certificate Number _____ Date Issued _____
No

If the applicant answered "No" above, has the applicant been employed as a Kentucky finance officer prior to July 1, 2015?

Yes Date of initial employment as a KY finance officer _____
No

Degree(s) Obtained

Degree _____
Institution _____

Degree _____
Institution _____

Degree _____
Institution _____

List work experience which was primarily in accounting or finance.

Employer _____
Dates of employment From _____ To _____
Description of relevant experience:

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Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

I understand that an interview and successful completion of KDE Mentor Training is required to become a KFIP mentor.

Signatures

Applicant _____ Date _____

Superintendent of employing district _____ Date _____

FINANCE OFFICER CURRICULUM

KENTUCKY FINANCE OFFICER INTERNSHIP PROGRAM

Audit

- Internal
- Annual independent audit

Budgets

- Tentative
- Working
- Budget amendments
- Budget projections

Cash Management

- Investments
- Cash flow projections
- Reconciliations

Construction

- Funding, including bond issuances
- Tracking

Financial Statements

- Unaudited AFR, balance sheet
- Entity-wide statements, management's discussion & analysis, notes
- Monthly Reporting

Funding

- SEEK
- Taxes
- Grants

Internal Controls

- Assets
- Expenditures
- Financial management system, including roles and security

Purchasing

- Model procurement
- Bid law
- Cooperative purchasing