**Finance Officer Certification**

**Mentor Qualifications**

Mentors must meet the following qualifications:

* Be a fully certified Finance Officer as defined by 702 KAR 3:320 **OR** currently be in grandfather status.
* A minimum of a Bachelor’s Degree from any accredited postsecondary institution.
* At least five years’ experience as a school district Finance Officer (five out of last seven years in Kentucky school district).
* Complete the on-line Mentor Application Form (FOCP-5).
* Kentucky Department of Education Approval
  + District finances (based on audit reports and AFR’s, audit findings, etc.)
  + Rapport with KDE personnel, timeliness of reporting, etc.
* Complete KDE’s Mentor training.