



# Certified Municipal Official Program

## Advanced Certification

The **Advanced Certified Municipal Official Program** consists of a series of one-day continuing education programs and specialized webinars designed for elected municipal officials – mayors and councilmembers – who voluntarily wish to receive formal training in municipal government. All elected municipal officials are eligible to enroll in the CMO Program. The enrolled official must have completed the Basic CMO Program and complete 40 additional credit hours of training by the League.

**Prerequisite:** Must have completed 40 credit hours in the Basic CMO program and earned the designation Certified Municipal Official.

**Criteria:** Must complete 40 credit hours of CMO League Training.

**Email Address for CMO Communications:** The League and the CMO Program uses a unique email address to notify municipal officials of upcoming training and share timely and important information. We encourage you to provide an active and routinely checked email address for these purposes. We are committed to keeping your e-mail address confidential. We do not sell, rent, or lease our contact data or lists to third parties, and we will not provide your personal information to any third-party individual, government agency, or company at any time without your permission unless compelled to do so by law.

**Credit Hours:** To earn CMO Program credit hours, elected officials must complete an online credit form provided by email to elected officials for the qualifying event. The League uses an online credit form only. Elected officials are responsible for submitting online credit forms as instructed to ensure proper posting of credit hours.

**Non-League Training:** Five credit hours per calendar year may be attained by attending non-League and NLC courses if approved by the League. A copy of the agenda and event registration confirmation must be submitted to the League for approval and evaluation for credit hours in the CMO Program. No more than 10 hours of outside credit may be used toward the 40 credit hours needed for Advanced CMO certification.

**Program Transcript:** Enrolled officials may request a credit hour report to monitor their progress in the program. To request a credit hour report, contact the CMO Program Administrator by email from the ALM website.

**Graduation:** An official graduation ceremony is held each year to honor the Advanced CMO recipients who have completed the program during the preceding year. Graduates receive a CMO pin and award.

**Continuing Education Requirement:** Each Advanced CMO will be required to earn twenty (20) credit hours of approved training within three (3) calendar years to keep their Advanced CMO status active. Any Advanced CMO who does not earn at least twenty (20) approved credit hours of training within three (3) calendar years will have their Advanced CMO status designated as “inactive” until such time as reinstatement requirement is satisfied.

**Officials No Longer in Office:** Elected municipal officials who enrolled and participated in the Advanced Program during their term of office but left office before completion of the program will have one (1) year to complete the program after they leave office. Credit hours may be earned by attending authorized training or by completing webinars or anytime training courses offered by the League. Duplicate credit hours are not awarded for coursework completed in the previous two years. Upon successful completion of program requirements within the ascribed time, the participant will earn the official designation. An award letter, pin and award will be mailed to the address provided by the participant. **Contact the CMO Program Administrator for assistance in continuing in the program.**