



CERTIFIED MUNICIPAL OFFICIAL CERTIFICATION

Core Curriculum

The **Certified Municipal Official (CMO) program** offers municipal government training in one-day and multi-day events and online training designed for elected municipal officials – mayors and councilmembers – to comply with the Alabama Municipal Official Training Act, which was signed into law on May 3, 2024. In accordance with Alabama Act 2024-194, all mayors and councilmembers MUST complete 10 hours of training annually for a total of 40 hours during their first term in office **beginning January 1, 2025**. Officials must complete a core curriculum (see core curriculum section below) of 20 hours comprised of 20 specific trainings from an approved list and 20 additional hours of approved training to complete the basic certification. Officials who have already earned the basic CMO designation (40 hours) are required to earn five credit hours per year.

Prerequisite:

Must be an elected municipal official – mayor or councilmember.

Criteria:

Must complete a core curriculum of 20 credit hours plus additional 20 credit hours of CMO League training or other approved training. Core curriculum courses can be completed through online training available on the League's website and by attending in-person events.

Credit Hours:

Officials must complete the appropriate credit form. Officials should review credit hours following an event. Transcripts may be printed enabling officials to track their progress and compliance with the Alabama Municipal Officials Training Act.

Email Address for CMO Communications:

The CMO program requires a unique email address for each official. This email address is used to send emails with an event credit form link, to notify officials of upcoming training and to share timely and important information. We ask you to provide an active and routinely checked email address for these purposes. We are committed to keeping your email address confidential. We do not sell, rent or

Approved Core Curriculum Courses
Annexation and De-annexation of Municipal Property
Authority to Expend Municipal Funds
Ethics
Conflicting Offices and Interests
Parliamentary Procedure/Council Meeting Procedure
Duties of Mayor and Council
General Powers of Municipalities
Legislative Advocacy
Municipal Liability
Police and Planning Jurisdiction
Public Records
Public Works Bidding
Sources of Revenue for Alabama Cities and Towns
The Competitive Bid Law
The Municipal Auditing Process
The Municipal Budget Process
The Open Meetings Act
The Public Purpose Doctrine
Working with Municipal Boards
Zoning in Alabama

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.

Non-League Training:

All core curriculum training must be League training and be training from the approved list.

Program Transcript:

Visit the member portal on the League's website to access CMO transcripts. A transcript is an individual's report reflecting the credit hour history in their current program level. Municipal officials can view and print their transcripts by signing in to the member portal on the ALM home page. You may also contact Director of Professional and Community Development Mary Jackson Pollard at mpollard@almonline.org for assistance. If you need a username and password, please contact the Member Services Team, at (334) 262-2566 ext 1, or email them [HERE](#).