



# Certified Municipal Official Program

## Emeritus Certification

The **CMO Emeritus** designation recognizes mayors and councilmembers who have excelled beyond the requirements of the Basic and Advanced Programs. It is a mark of distinguished service for officials who have spent several years of consistently obtaining training in municipal government and leadership. The CMO Emeritus certification is the highest level in the Certified Municipal Official Program. The enrolled official must have complete and additional 120 credit hours and 15 emeritus points to complete the designation. On average, it takes about 5 or 6 years to complete the requirements for the Emeritus certification. Graduates will be recognized for their achievement at the annual graduation ceremony where they are presented a CMO Emeritus pin and award. The Emeritus program has a dual role of serving as a continuing education program as well. Graduates of the CMO Emeritus program can retain their status by obtaining 20 hours of Continuing CMO credit during a three-year period.

**Prerequisite:** Must be an elected municipal official – mayor or councilmember. Must have completed both the Basic and Advanced CMO programs and earned the designation of Advanced Certified Municipal Official.

**Criteria:** Must complete 120 credit hours of CMO Continuing Education and accumulate 15 points in the Emeritus Program. Credit hours received in the basic and advanced programs **do not transfer to the Emeritus program**. Each specified event listed is eligible for both credit hours and one (1) point each up to six (6) points per year. All other training events are eligible for credit hours only. **ALM Policy Committee Membership** and Meeting Attendance; Attendance at the **ALM Convention**; Attendance at the **NLC City Summit**; Attendance at the **NLC Congressional City Conference**; Attendance at the **Municipal Legislative Advocacy Day** and meeting with Legislators; Attendance at the **Municipal Leadership Institute**.

**Credit Hours:** Elected officials enrolled in the program must complete event or meeting CMO Credit Forms provided by the League to receive credit hours. Register and attend an event approved for CMO credit and submit an online credit form provided by unique email to elected officials for the qualifying event. All credit forms must be returned to the League at the time specified. Elected officials are responsible for submitting credit forms as instructed to ensure proper posting of credit hours.

**Email Address for CMO Communications:** The League and the CMO Program uses email addresses to notify municipal officials of upcoming training, send credit hour reports and share timely and important information. You are encouraged 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.

**Non-League Training:** The CMO Emeritus Program does not permit credit hours from non-League events except for National League Meetings: City Summit and Congressional City Conference. These two meetings qualify for one (1) emeritus point each.

**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 Emeritus CMO recipients who have completed the program during the preceding year. Graduates receive a CMO pin and award.

**Continuing Education Requirement:** Each Emeritus CMO will be required to earn twenty (20) credit hours of approved training within three (3) calendar years to keep their status active. Any Emeritus CMO who does not earn the required credit hours will have their Emeritus CMO status designated as “inactive” until such time as reinstatement requirements are satisfied. To reinstate CMO Emeritus active status a municipal official must complete five (5) credit hours of training by webinar or anytime training, or attendance at a League event earning five (5) credit hours.

**Officials No Longer in Office:** Elected municipal officials who enrolled and participated in the Emeritus Program during their term of office but left office before completion of the program will have one (1) year to earn credit hours only to complete the program after they leave office. Emeritus points are not eligible during the one-year window. 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.**