



# Certified Municipal Official Program

## Basic Certification

The **Certified Municipal Official Program** offers municipal government training in one-day and multi-day events and specialized webinars and online training designed for elected municipal officials – mayors and councilmembers – to comply with the Alabama Municipal Officials Training Act 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 after January 1, 2025**. A total of 40 credit hours of training are required for Basic Certification. Officials must complete a core curriculum (see core curriculum) of twenty (20) hours comprised of twenty specific training from an approved list and 20 additional hours of approved training to complete the basic certification. Officials who have already earned the Certified Municipal Official designation are required to earn 5 credit hours per year.

**Pre-Requisite:** 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 league training or other approved training.

**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 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:** Officials must complete an online credit form provided by email to officials for each event with qualifying CMO credit hours. Officials are responsible for submitting online credit forms as instructed to ensure proper posting of credit hours. 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.

**Non-League Training:** Five credit hours per calendar year may be attained by attending non-League events if approved by the League. A copy of the agenda, certificate if applicable, and event registration confirmation must be submitted to the League for approval and evaluation after completion of event 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 Basic CMO certification.

**Program Transcript:** Officials should review their transcript after submitting a credit form following an event qualifying for CMO credit hours or submitting an online training test. Officials are responsible for tracking their credit hours following an event by signing into the ALM Member Portal where the CMO transcript can be reviewed and printed enabling an official to track their progress and compliance with the Alabama Municipal Officials Training Act. If you do not have a username and password please contact Alexis Kelly, [akelly@almonline.org](mailto:akelly@almonline.org) for assistance.

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

**Officials No Longer in Office:** Officials who participated in the Basic Program during their term of office but did not complete their program level have one (1) year to complete the program. Credit hours may be earned by completing online 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 graduation certificate will be mailed to the address provided by the participant. Contact the CMO Program Administrator for assistance if you are completing a program level after leaving elected office.