Certified Municipal Official Certification

Advanced

The **Certified Municipal Official (CMO) program's advanced certification** 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 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. A total of 40 credit hours of training are required for advanced certification.

Prerequisite:

Must be an elected municipal official – mayor or councilmember. Must have completed 40 credit hours in the basic CMO program and earned the designation CMO.

Criteria:

Must complete 40 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 email 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 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.

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:

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*.

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 an advanced CMO pin and award.

Officials No Longer in Office:

Elected municipal officials who participated in the advanced certification program during their term of office but left office before completing the requirements will have one year to earn credit hours via online training and non-League training to complete the program after they leave office. For assistance, contact Director of Professional and Community Development Mary Jackson Pollard at *mpollard@almonline.org.*