



# CERTIFIED MUNICIPAL OFFICIAL CERTIFICATION

## Emeritus

The **Certified Municipal Official (CMO) program’s emeritus 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. The emeritus designation recognizes mayors and councilmembers who have excelled beyond the requirements of the basic and advanced programs and is a mark of distinguished service for officials who have consistently engaged in municipal government and leadership for many years. The CMO emeritus certification is the highest level in the Certified Municipal Official Program. Enrolled officials must complete an additional 120 credit hours and 15 emeritus points.

### Prerequisite:

Must be an elected municipal official – mayor or councilmember. Must have earned the designation of advanced CMO.

### Criteria:

Emeritus certification requires completing 120 credit hours of and earning 15 points in the emeritus certification. Note: Credit hours received in the basic and advanced certifications do not transfer to the emeritus certification. Also see what are emeritus points.

**In 2024, ALM expanded recognition for officials who have excelled in the emeritus certification to receive tiered lapel pins corresponding with each emeritus level obtained.**

Tiered Emeritus Level Recognitions:	
CMO Emeritus	120 credit hours and 15 points
CMO Emeritus II	200+ credit hours and 20 points
CMO Emeritus III	300+ credit hours and 30 points
CMO Emeritus IV	400+ credit hours and 40 points

### What are emeritus points?

Each in-person event listed below is eligible for one emeritus point. Upon completion of one of the qualifying events, an official is awarded one point toward their emeritus certification. Up to six points per year can be earned. All other training events are eligible for credit hours only.

- ALM Standing 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 Session and Meeting with Legislators
- Attendance at the Municipal Leadership Institute

**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:**

The CMO emeritus designation does not permit credit hours from non-League events except for National League of Cities' meetings: NLC City Summit and NLC Congressional City Conference. These two meetings qualify for one emeritus point each.

**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 CMO Program Administrator Cindy Price at [cprice@almonline.org](mailto:cprice@almonline.org) or Director of Professional and Community Development Mary Jackson at [mjackson@almonline.org](mailto:mjackson@almonline.org) for assistance. If you need a username and password, please reach out to Member Services Associate Alexis Kelly at [akelly@almonline.org](mailto:akelly@almonline.org).

**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 an emeritus CMO pin and award.

**Officials No Longer in Office:**

Elected municipal officials who participated in the emeritus certification program during their term of office but left office before completing the requirements will have one year to earn credit hours (no points) via online training and non-League training to complete the program after they leave office. For assistance, please contact CMO Program Administrator Cindy Price at [cprice@almonline.org](mailto:cprice@almonline.org) or Director of Professional and Community Development Mary Jackson at [mjackson@almonline.org](mailto:mjackson@almonline.org).

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