



# Certified Municipal Official Program

## Core Curriculum

The **Certified Municipal Official Program** offers municipal government training in one-day and multi-day events, 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 (effective Jan.1, 2025). In accordance with Alabama Act 2024-194, all mayors and councilmembers **MUST** complete a core curriculum of twenty specific training courses from an approved list. These hours plus 20 basic credit hours of approved training complete the 40 credit hours of training for Basic Certification.

**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 CMO League Training or other approved training. Core curriculum courses can be completed by webinars and online training available on the League’s website and by attending in-person events.

### Approved Core Curriculum Courses

Annexation and De-annexation of Municipal Property
Authority to Expend Municipal Funds
Basic Parliamentary Procedure
Conflicting Offices and Interests
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

**Credit Hours:** Officials must complete an online credit form provided by email to officials for each in-person 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.

**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.

**Non-League Training:** All core curriculum training must be League training and be training from the approved list.

**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.