



# Certified Municipal Official Program

## Basic Certification

The **Certified Municipal Official Program** consists of a series of one-day continuing education programs and specialized webinars designed for elected municipal officials – mayors and councilmembers – who voluntarily wish to receive formal training in municipal government. All elected municipal officials are eligible to participate in the CMO Program. A total of 40 credit hours of training are required for Basic Certification. Officials must complete a core curriculum (see core curriculum) of ten (10) hours comprised of two (2) hours of required topics and eight (8) hours of elective topics from an approved list and 30 additional hours of approved training to complete the program.

**Pre-Requisite:** Must be an elected municipal official – mayor or councilmember

**Criteria:** Must complete 40 credit hours of CMO League Training or other approved training.

**Email Address for CMO Communications:** The League and the CMO Program uses a unique email address to notify municipal officials of upcoming training, send credit hour reports and share timely and important information. We encourage 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:** Elected officials enrolled in the program must complete event or meeting CMO Credit Forms provided by the League to receive credit hours. Submit an online credit form provided by unique email to elected officials for the qualifying event. The League uses electronic and paper credit forms depending on the event or meeting. 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.

**Non-League and National League of Cities Training:** Five credit hours per calendar year may be attained by attending non-League and NLC courses if approved by the League. A copy of the agenda and event registration confirmation must be submitted to the League for approval and evaluation 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. *See additional information, Requesting Credit Hours for Non-League Events available at [www.alalm.org/CMOProgram.aspx](http://www.alalm.org/CMOProgram.aspx).*

**Program Transcript:** Officials may request transcript to monitor their progress in the program. Contact the CMO Program Administrator by email from the ALM website.

**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:** Elected municipal officials who enrolled and participated in the Basic Program during their term of office but left office before completion of the program will have one (1) year to complete the program after they leave office. 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 graduation certificate will be mailed to the address provided by the participant. **Contact the CMO Program Administrator for assistance in continuing in the program.**