



# Certified Municipal Official Program

## Core Curriculum

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 enroll in the CMO Program. Officials must complete a 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. These hours are added to 30 additional hours of approved training to complete a total of 40 credit hours of training for Basic Certification.

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

**Criteria:** Must complete the 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. Core curriculum courses can be completed by webinars and Anytime Training available on the League’s website.

### Approved Required Core Curriculum Courses:

General Powers of Municipalities

Duties of Mayor and Council

### Approved Elective Core Curriculum Courses:

Alabama Ethic Law

Public Records

Annexation and De-annexation of Municipal Property

Police and Planning Jurisdiction

Authority to Expend Municipal Funds

Public Works Bidding

Basic Parliamentary Procedure

Sources of Revenue for Alabama Cities and Towns

Conflicting Offices and Interests

The Competitive Bid Law

Council Meeting Procedure

The Municipal Budget Process

Legislative Advocacy

The Municipal Auditing Process

License Schedule Ordinance

The Open Meetings Act

Municipal liability

Working with Municipal Boards

Municipal Sales Tax in Alabama

Zoning in Alabama

**Credit Hours:** Elected officials enrolled in the program must complete event or meeting CMO Credit Forms provided by the League to receive credit hours. Register and attend an event approved for CMO credit and submit an online credit form provided by unique email to elected officials for the qualifying event. 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.

**Email Address for CMO Communications:** The League and the CMO Program uses unique email addresses 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.

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

**Program Transcript:** Enrolled officials may request a credit hour report to monitor their progress in the program. To request a credit hour report, contact the CMO Program Administrator by email from the ALM website.

**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 a CMO pin and award.

**Continuing Education Requirement:** Each Advanced CMO will be required to earn twenty (20) credit hours of approved training within three (3) calendar years to keep their Advanced CMO status active. Any Advanced CMO who does not earn at least twenty (20) approved credit hours of training within three (3) calendar years will have their Advanced CMO status designated as “inactive” until such time as status is reinstated.

**Officials No Longer in Office:** Elected municipal officials who enrolled and participated in the Advanced 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 award will be mailed to the address provided by the participant. **Contact the CMO Program Administrator for assistance in continuing in the program.**