

Basic CMO Program

- All elected municipal officials are eligible to enroll in the Basic CMO Program.
- A total of 40 credit hours of training are needed for graduation. 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 and 30 additional hours of approved training to complete the program.
- Officials enrolled before October 2012 are grandfathered under the prior program requirements.
- In order to receive credit, the elected official must complete a CMO Credit Form provided by the League and return it to the League at the time specified.
- 5 credit hours per calendar year may be attained by attending non-League and non-NLC courses if approved by the League. A copy of the agenda must be submitted to the League for approval, and the amount of credit allowed for attendance of an outside course will be determined by the League. The official will receive a credit form for the approved course, and credit will be awarded once the credit form is completed and returned to the League. No more than 10 hours of outside credit may be used toward the 40 credit hours needed for Basic CMO certification.
- An official graduation ceremony is held each year to honor the Basic and Advanced CMO recipients who have completed the program during the preceding year. Graduates receive a CMO pin and award.

Advanced CMO Program

- The enrolled official must have completed the Basic CMO Program and complete 40 additional credit hours of training in programs designated by the League as qualifying for “Advanced Credit.”
- Only those courses offered by the League will be counted toward the Advanced CMO designation. No outside credit will be counted in the Advanced program.
- Graduates will be recognized for their achievement at the annual graduation ceremony where they are presented an Advanced CMO pin and award.

CMO Emeritus Program

The CMO Emeritus designation recognizes mayors and council members who have excelled beyond the requirements of the Basic and Advanced Programs. It is a mark of distinguished service for officials who have spent several years of consistently obtaining training in municipal government and leadership. The CMO Emeritus certification is the highest level in the Certified Municipal Official Program.

Prerequisite

- Must have completed both the Basic and Advanced CMO programs.

Criteria

- Must complete 120 credit hours of CMO Continuing Education plus 15 points in the Emeritus Program.
- Points can be earned by the following:
 - ALM Policy Committee Membership and Meeting Attendance
 - Attendance at the ALM Convention
 - Attendance at the NLC Congress of Cities
 - Attendance at the NLC Congressional City Conference
 - Attendance at the Municipal Legislative Advocacy Session and meeting with Legislators
 - Attendance at the Municipal Leadership Institute
 - Each event is worth 1 point each.
 - You can earn up to 6 points per year.

- The six events listed above are the only events that are eligible for both credit hours and points. All other training events are eligible for credit hours only.

Other Important Facts

- The Emeritus program has a dual role of serving as a continuing education program as well.
- Officials who were enrolled in the earlier continuing program prior to the establishment of the CMO Emeritus program (**January 2015**) were grandfathered into this new program.
- Hours received in the basic and advanced programs **do not** transfer to the Emeritus program.
- The points system is for the Emeritus program only.
- On average, it takes about 5-6 years to complete the requirements for the Emeritus certification.
- Graduates will be recognized for their achievement at the annual graduation ceremony where they are presented a CMO Emeritus pin and award.
- Graduates of the CMO Emeritus program can retain their status by obtaining 20 hours of Continuing CMO credit during a three-year period.

CMO Continuing Education Program

- Each Advanced CMO or CMO Emeritus Graduate will be required to earn twenty (20) credit hours of approved training within three (3) calendar years to keep their Advanced CMO or CMO Emeritus status active. Any Advanced CMO or CMO Emeritus Graduate who does not earn at least twenty (20) approved credit hours of training within three (3) calendar years will have their Advanced CMO or CMO Emeritus status designated as “inactive” until such time as reinstatement requirements are satisfied.
- To reinstate Advanced CMO or CMO Emeritus active status a municipal official must complete five (5) hours of Basic Core Training by CD or DVD courses, attendance at a League event where Basic Core Requirement topics are presented or a combination of the two totaling five (5) credit hours. Notification of inactive status will be sent primarily by email and, if necessary, by paper mail to officials. The notification will list the requirements for reinstatement and available training to satisfy the requirements. Upon completion of reinstatement requirements, officials will be notified of active status.

Officials No Longer In Office

- Elected municipal officials who enrolled and participated in the Basic, Advanced, and or Emeritus CMO Program during their term of office but left office before completion of the program may continue the program after leaving office.
- Officials will have one (1) year to complete the program. Credit hours may be earned by attending authorized training or by completing CD or DVD Courses offered by the League. Credit hours cannot be obtained for any course if credit was obtained for the same course in the previous two years or if the course was attended at the Annual League Convention, Loss Control Seminar or League Training Sessions. 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.