

## **Policies for the CMO, Advanced CMO and Continuing CMO Programs**

### **Certified Municipal Official Program**

- All elected municipal officials are eligible to enroll in the CMO Program. Elected municipal officials who enrolled and participated in the CMO Program during their term of office but left office before completion of the program may continue the program after leaving office.
- 40 credit hours of training are needed for graduation.
- In order to receive credit, the elected official must complete a CMO Credit Form provided by the League and return it to the League.
- 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 should be submitted to the League for approval. The amount of credit allowed for attendance of an outside course shall be determined by the League. The official will receive a credit form for the approved course. 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 CMO certification.
- Officials who have completed the CMO Program during the year preceding the annual convention will have their names called at the final banquet of the convention. An official graduation ceremony will be held after convention of each year to honor the CMO recipients who have completed the program during the preceding year. At the ceremony, recipients will receive a sample news release, a plaque, and a CMO pin. Pictures will also be made.
- Persons who have graduated but who are no longer in office at the time of graduation shall have their plaques and pins mailed to them. They will also be invited to attend the next graduation ceremony following their completion of the program.

### **Advanced CMO Program**

- The enrolled official must complete 40 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 in the same manner as provided for the CMO Program.

### **CMO Continuing Program**

- Each Advanced CMO Graduate will be required to earn ten (10) credit hours of approved training within two (2) calendar years to keep their Advanced CMO status active. Any CMO Advanced Graduate who does not earn at least ten (10) approved credit hours of training within two (2) calendar years will have their Advanced CMO status designated as "inactive" until such time as the required ten (10) hours of approved credit is earned.