

**The Arkansas Municipal League's Voluntary Certification program was established by the Executive Committee in August of 2010. The purpose of the certification program is to increase municipal officials' basic knowledge of local governance. The main goal of the voluntary certification program is to promote municipal education and provide leadership skills to meet the challenges of the 21st century.**



**Q: How do I become a Certified Municipal Official? (CMO)**

*A: In order to become a CMO you must take 21 hrs of approved credit classes. Fifteen of the 21 hours must be "core" courses. Each core course counts for 5 hours of credit.*

**Q: What are the "core" courses and when are they offered?**

*A: The three 5-hour core courses are:*

- "City Government 101: Who Does What?" This is offered every odd year at the AML Winter Conference in January or in April of every even year at the AML Headquarters.
- "Municipal Finance: Preparing Your Budget." This 5-hour course is offered every September at the AML headquarters.
- "Human Resources and Personnel Matters." This 5-hour course is offered every October at the AML headquarters.

**Q: How do I obtain the remaining 6 hours of required certification credit?**

*A: The remaining 6 hours can be obtained by attending 3 hours of continuing education courses at the annual Winter Conference and the summer Convention. Also, 5 hours of approved credit can be obtained by taking the Land Use Planning and Zoning class offered at the AML headquarters in April of every odd year.*

**Q: Let me get this straight. I must take three 5-hour core courses and 6 hours of continuing education courses in order to become a Certified Municipal Official?**

*A: Yes.*

**Q: Do the three 5-hour core topics remain the same?**

*A: Yes. The three 5-hour core courses of "City Government 101," "Municipal Finance" and "Human Resources" will remain the same. However, the remaining 6 hours of continuing education courses will change every year.*

# How to Become a Certified Municipal Official

**Q: Once I take the required 21 hours, what happens next?**

*A: Your accomplishment will be recognized at the annual Winter Conference and you will receive a certificate.*

**Q: Do I need to take any other courses or classes in order for my certification to remain current?**

*A: Yes. In order to keep your certification current you must take 6 hours annually of continuing education courses. These courses will be offered at the annual Winter Conference and the Summer Convention.*

**Q: Do I need to take any of the three 5-hour core courses again?**

*A: No. You only need to take 6 hours of continuing education courses offered at the annual Winter Conference and the Summer Convention.*

**Q: In summary, I must take three 5-hour core courses offered throughout the calendar year and an additional 6 hours of the continuing education courses offered at the annual Winter Conference and the Summer Convention to be certified?**

*A: Yes, that is correct. Also, to maintain your certification you must take 6 hours of continuing education every calendar year.*

**Connect with the League online for course schedules, topics and additional information.**



 [www.arml.org](http://www.arml.org)

 Follow us on  
Twitter  
[@ARMuniLeague](https://twitter.com/ARMuniLeague)

 [facebook.com/  
Arkansas.Municipal.League](https://facebook.com/Arkansas.Municipal.League)

