

One of the primary goals of the Arkansas Municipal League is to promote municipal education and provide local government officials with the knowledge and leadership skills to meet the challenges of the 21st Century. To that end the League's Executive Committee in 2010 established a voluntary certification program for municipal officials. The purpose of the certification program is to increase municipal officials' knowledge of local governance.



Becoming a Certified Municipal Official

All municipal officials—mayors, city administrators, city managers, city directors, council members, city clerks, recorders, and treasurers—are invited to participate in the voluntary program.

To become a Certified Municipal Official (CMO), a participant must complete 21 hours of approved courses, which must include 15 hours of “core” coursework. Each core course counts as five hours of credit.

The remaining six hours of credit needed to achieve CMO status may be obtained by attending continuing education courses held during the League's annual Winter Conference and the annual Convention in June.

The three core courses are repeated each year and are designed to give an overview of local governance. Continuing education courses, however, cover a variety of topics.

Maintaining Certification

Once city and town officials complete the required 21 hours of course credit, the League encourages participants to maintain their certification moving forward.

To maintain certification, a CMO must take six hours of continuing education courses each year at the Winter Conference and June Convention.

It is not necessary to repeat the 15 hours of core courses each year.

Course Schedule

The chart on the following page of this brochure outlines the general schedule, by month, of both core and continuing education courses during odd and even years.

Specific dates are assigned each year at the League's annual planning meeting in August. For the current year's schedule, consult the Calendar of Events on the League's website, www.arml.org.

Officials may check their voluntary certification hours at the following link: www.arml.org/VCP.

Registration Policy for AML Voluntary Certification Workshop Attendance

The Arkansas Municipal League's Voluntary Certification Program is offered to mayors, city administrators, city managers, city directors, council members, city clerks, recorders, and treasurers who are currently in office. Members attend workshops to receive certification credit hours to obtain their certified municipal official certificates.

Candidates running unopposed for one of the above positions may attend certification workshops if space permits. Candidates who do not fit this criteria may not attend certification workshops.

Voluntary Certification Class Schedule		
	Odd Year	Even Year
January Winter Conference	*City Government 101 (5 hours core) <i>Held During Winter Conference</i>	3 Hours of Continuing Education <i>Held During Winter Conference</i>
	3 Hours of Continuing Education <i>Held During Winter Conference</i>	
April	Planning & Zoning Workshop (5 hours continuing) <i>Held in April at League HQ</i>	*City Government 101 (5 hours core) <i>Held in April at League HQ</i>
June Convention	3 Hours of Continuing Education <i>Held during June Convention</i>	3 Hours of Continuing Education <i>Held during June Convention</i>
September	*Finance & Budgeting Workshop (5 hours core) <i>Held in Sept. at League HQ</i>	*Finance & Budgeting Workshop (5 hours core) <i>Held in Sept. at League HQ</i>
October	*HR Workshop (5 hours core) <i>Held in Oct. at League HQ</i>	*HR Workshop (5 hours core) <i>Held in Oct. at League HQ</i>
Total	*15 core hours + 6 continuing hours	*15 core hours + 6 continuing hours

www.arml.org

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-  [greatcitiesgreatstate.com \(microsite\)](http://greatcitiesgreatstate.com)

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How to Become a Certified Municipal Official



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