

Certified Municipal Official Program

Managing today's cities and towns is a complex endeavor further challenged by the continual advances in technology. Municipal officials and employees need a tremendous amount of knowledge to run a municipality. In order to gain this knowledge, they must make a serious commitment to investigate hot issues affecting local government. Unfortunately, their efforts to become informed often go unrecognized.

With this in mind, the Oklahoma Municipal League established a Certified Municipal Official Program. The purpose of this program is to recognize officials and employees who continue to develop their skills and enrich their expertise in local government. This is a voluntary program available to all municipal officials and employees.

Those who complete this program will demonstrate to both their community and peers that they are committed to carrying out the duties of their office or position.

About the Program

Who is eligible?

- ◆ All municipal officials and employees are eligible to enroll in the Certified Municipal Official (CMO) Program.

What are the requirements?

- ◆ 40 total credit hours of training are needed for graduation.
- ◆ Up to 10 credit hours can be earned by attending certain National League of Cities (NLC) functions.
(Credit hours for each function to be determined by OML.)
- ◆ Up to 10 hours can be earned by attending non-League and non-NLC functions approved by OML.
(Credit hours for each function to be determined by OML.)
- ◆ Up to 10 hours can be earned by participating in the OML Citizens Academy/Leadership Training program.
(Credit hours will be given after completion of the program.)

What is the enrollment process?

- ◆ All you have to do is complete the attached enrollment form and pay a one-time fee of \$50.

What is the process after I enroll in the program?

Attend your choice of training sessions offered through: OML, NLC, OAMA, OMJA, MC&T, or MCO.

- ◆ All sessions require attendance for the entire session to obtain full credit.
- ◆ Please contact OML for a Request for Approval of Outside Credit form or download one from the website, www.oml.org.
- ◆ Proof of attendance must be shown for all non-OML activities. *All credit hours from outside training will be evaluated and approved on a case-by-case basis.*

(more – over)

What happens after I complete the program?

- ◆ Officials and employees who complete 40 credit hours (not classroom hours) of training will receive the designation of Certified Municipal Official (CMO).
- ◆ Recipients who have completed requirements prior to July 1 will be recognized at the Awards Breakfast held during the OML Annual Conference.
- ◆ Each recipient will receive a CMO lapel pin, a framed certificate and a sample press release.

What if I am no longer in office, but have completed the program?

- ◆ Those who complete the program but are no longer in office at the time of the Awards Breakfast will have their pin, certificate and press release mailed to them.

Certified Municipal Official Program Enrollment Form

Date _____

Name _____ Middle Initial _____

Title _____

Municipality _____

City or Town Address _____

Mailing Address (if different) _____

Work Phone _____ Cell Phone _____

Fax Number _____ E-mail Address _____

Date you took office: _____

\$50 enrollment fee per CMO participant due at time of enrollment .

PAYMENT PROCESSING:

Payment enclosed Please invoice Purchase order # _____ Master Card Visa

FOR CREDIT CARD PAYMENT:

Name (as it appears on your card): _____

Card No. _____ Exp. Date (Month/Year) _____ Three digit V code _____

(The V Code is the three-digit number found on the back of the card on the signature panel after the card number.)

Credit Card Billing Address / Zip Code _____

Signature: _____

Please return to:
Oklahoma Municipal League
Attention: Ginny Wilson
201 N.E. 23rd Street, Oklahoma City, OK 73105
