

**How to Become a
Certified
Municipal
Official (CMO)
or
Certified
Municipal
Personnel (CMP)**



September 2019

Becoming a CMO/CMP

All municipal officials—mayors, city administrators, city managers, city directors, council members, city clerks, recorders, treasurers; or municipal department heads, managers, and other key personnel—are invited to participate in the new advanced voluntary certification program.

To become a Level 1 Certified Municipal Official (CMO) or Certified Municipal Personnel (CMP), a participant must complete 21 hours of the Level 1 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/CMP status may be obtained by attending continuing education courses held during the League’s annual Winter Conference, annual Convention in June, or the Planning & Zoning Workshop held in April on the odd years.

The three Level 1 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.

Advanced Level Training

For the first time, advanced level training will be offered to our members. The new advance classes will include 15 hours of Advanced Level 2 training and 20 hours of Advanced Level 3 training. Participants pursuing any and all levels of certification must obtain six hours of Continuing Education on an annual basis to maintain certification status.

If you have previously achieved your Level 1 training of 21 hours and received your certification certificate, you may advance to Level 2 training.

Maintaining Certification

Once CMOs/CMPs complete Levels 1, 2, and 3, the League encourages participants to maintain their certification moving forward by obtaining six hours of continuing education annually.

Registration Policy for 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; or municipal department heads, managers, and other key personnel. Members attend workshops to receive certification credit hours to obtain their CMO or CMP 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.

Course Schedule

Please examine the class schedule in this brochure for a preview of the next two 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.

Level 1 Course Schedule

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

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.





Voluntary Certification Program

Level 1	Continuing Education	Advanced Level 2	Advanced Level 3
City Government 101 Municipal Finance 101 Human Resources	Various topics of interest to municipalities	Municipal Finance 201 Disaster Preparedness Leadership 101 at the Local Level	Personnel Management Technology/ Cybersecurity Conflict Management Leadership 201 at the Local Level
15 hours	6 hours	15 hours	20 hours

Voluntary Certification Class Schedule

Month	Even Year 2020	Month	Odd Year 2021
Jan.	Municipal Finance 201 (5 hours of Advanced Level 2)	Jan.	Winter Conference City Gov't 101 (5 hours of Level 1) plus (3 Hours of Continuing Education)
Feb.	Winter Conference (3 Hours of Continuing Education)	Feb.	Personnel Management (5 hours of Advanced Level 3)
Mar.	Disaster Preparedness (5 hours of Advanced Level 2)	Mar.	Technology/Cybersecurity (5 hours of Advanced Level 3)
April	City Government 101 (5 hours of Level 1)	April	Planning & Zoning (5 hours of Continuing Education)
May	Leadership 101 (5 hours of Advanced Level 2)	May	Conflict Management (5 hours of Advanced Level 3)
June	June Convention (3 Hours of Continuing Education)	June	June Convention (3 Hours of Continuing Education)
July		July	
Aug.		Aug.	
Sept.	Municipal Finance 101 Workshop (5 hours of Level 1)	Sept.	Municipal Finance 101 Workshop (5 hours of Level 1)
Oct.	Human Resources (5 hours of Level 1)	Oct.	Human Resources (5 hours of Level 1)
Nov.	MHBP/MLWCP	Nov.	Leadership 201 (5 hours of Advanced Level 3)
Dec.		Dec.	

**For more information on
the Certification Program,
contact Whitnee V. Bullerwell
(501) 978-6105,
email wvb@arml.org**

or

**Tricia Zello at
(501) 374-3484 ext. 285,
email tzello@arml.org.**

www.arml.org



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**Arkansas Municipal League
301 W. Second St., North
Little Rock, AR 72114
501-374-3484**