



Voluntary Certification Program for Municipal Officials & Personnel

One of the primary goals of the Arkansas Municipal League is to promote municipal education and professional development by providing local government officials and personnel with the knowledge and skills to meet the challenges of the 21st century. To that end, the League's Executive Committee established the Voluntary Certification Program in 2010. The program is available to all municipal officials and personnel.

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HOW TO BECOME A CERTIFIED MUNICIPAL OFFICIAL (CMO) OR CERTIFIED MUNICIPAL PERSONNEL (CMP)

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 of 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.

COURSE SCHEDULE

Please examine the course schedules below and on the opposite page 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. Participants may check their voluntary certification hours at www.arml.org/VCP.

LEVEL 1 COURSE SCHEDULE

	Odd Year	Even Year
JANUARY WINTER CONFERENCE	*City Government 101 (5 hours core) Plus 3 hours Continuing Education	3 hours Continuing Education
APRIL	Planning & Zoning (5 hours Continuing Education)	*City Government 101 (5 hours core)
JUNE CONVENTION	3 hours Continuing Education	3 hours Continuing Education
SEPTEMBER	*Finance & Budgeting (5 hours core)	*Finance & Budgeting (5 hours core)
OCTOBER	*Human Resources (5 hours core)	*Human Resources (5 hours core)
Total	* 15 core hours + 6 continuing hours	* 15 core hours + 6 continuing hours

REGISTRATION POLICY

The Voluntary Certification Program is offered to elected municipal officials who are currently in office, as well as municipal personnel. Candidates running unopposed for one of the above positions may attend certification workshops if space permits. Candidates who do not fit these criteria may not attend certification workshops.

ADVANCED LEVEL TRAINING

The new advanced level classes include 15 hours of Advanced Level 2 training and 20 hours of Advanced Level 3 training. Participants pursuing all levels of certification must obtain six hours of continuing education on an annual basis to maintain certification status. If you have achieved Level 1 certification, you may advance to Level 2 or Level 3 training depending on the year. However, you can still attend Level 2 or Level 3 training if you haven't completed your Level 1 certification. Those hours will be applied after Level 1 certification is achieved.

MAINTAINING CERTIFICATION

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

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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	Personnel Management IT Infrastructure Conflict Management Leadership 201
15 hours	6 hours	15 hours	20 hours

Voluntary Certification Program Course Schedule

	Even Year: Level 2	Odd Year: Level 3
January	Winter Conference (3 hours Continuing Education)	Winter Conference City Government 101 (5 hours Level 1) (Plus 3 hours Continuing Education)
February	Municipal Finance 201 (5 hours Advanced Level 2)	Personnel Management (5 hours Advanced Level 3)
March	Disaster Preparedness (5 hours Advanced Level 2)	IT Infrastructure (5 hours Advanced Level 3)
April	City Government 101 (5 hours Level 1)	Planning & Zoning (5 hours Continuing Education)
May	Leadership 101 (5 hours Advanced Level 2)	Conflict Management (5 hours Advanced Level 3)
June	Annual Convention (3 hours Continuing Education)	Annual Convention (3 hours Continuing Education)
September	Municipal Finance 101 (5 hours Level 1)	Municipal Finance 101 (5 hours Level 1)
October	Human Resources (5 hours Level 1)	Human Resources (5 hours Level 1)
November	MHBP/MLWCP Seminar (If applicable)	Leadership 201 (5 hours Advanced Level 3)