

# 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 Certified Municipal Official 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 Community Leadership Development 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. You may also enroll online from our website [www.oml.org](http://www.oml.org).

## 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](http://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.

## 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 Enrollment Form

<i>Date</i>		<i>Title</i>	
<i>Name</i>			
<i>E-mail address</i>			
<i>Municipality</i>			
<i>City or town Address</i>			
<i>Mailing Address, if different</i>			
<i>Work Phone</i>		<i>Cell Phone</i>	
<i>Fax Number</i>		<i>Date you took Office</i>	

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

**If you have any questions, email [cadams@oml.org](mailto:cadams@oml.org)  
or call (405) 528-7515 or (800) 324-6651**

**Payment Processing:**

- Payment Enclosed     Please Invoice     Purchase Order #

**For Credit Card Payment:**

- Master Card     Visa

<i>Name (as it appears on your card)</i>			
<i>Card No.</i>			
<i>Exp. Date</i>		<i>Three Digit V Code</i>	
<i>Card Billing Address</i>			

<i>Signature</i>			
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Please return to:  
 Oklahoma Municipal League  
 Attention: Cheryl Adams  
 201 N.E. 23rd Street, Oklahoma City, OK 73105