

Certified Municipal Official Program



The Unified Voice of Oklahoma Cities and Towns

Effective governance of today's cities and towns is an ever-evolving endeavor as municipalities work to provide the best services to meet their community needs. The Oklahoma Municipal League is your provider of training and education programs that deliver the knowledge to help you build the skillset needed to meet the needs of your community, regardless of size.

We at OML understand the importance and value of continuing professional development and want to ensure that you not only have access to programs that will benefit your position, but also ensure you are recognized for the commitment you've made in yourself and your community. The Certified Municipal Official Program recognizes officials and employees who continue to develop their skills and enrich their expertise in local government.

Those who complete this program demonstrate their commitment 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 5 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 5 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 5 hours can be earned by participating in the Community Leadership Development (CLD) program. *(Credit hours will be given after completion of the program.)*
- Up to 5 hours can be earned by participating in the OML Annual Conference.
- Up to 20 hours can be earned through education programming provided by the Oklahoma Municipal League, including but not limited to: Municipal Education trainings, Municipal Clerks & Treasurers trainings, Congress of Mayors, New Officials Institute, municipal group conferences managed by OML, etc.

How to enroll and track your training hours:

- Complete the below application and pay a one-time fee of \$50. Please note: payment must be received before credits will be applied.
- 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.*



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

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