

Michigan Certified Professional Treasurer Guidelines for Certification

Initial Certification

Members may only apply for the initial certification following completion of the third year of the MMTA Basic Institute.

The initial certification will expire in four years. The requirements for recertification are explained below.

A plaque, or some other form of recognition as approved by the MMTA Board, will be presented for first time certification at the Fall Conference following approval of the application.

Recertification

To keep a certification active, applicants will need to recertify by June 1st every four years. Applicants will need to accumulate thirty points over the four-year period preceding renewal of the application to make application for recertification. Recognition of recertification will take place at the annual MMTA Fall Conference.

Recertification Points:

One (1) point for every two hours of education will be awarded at the Spring Seminar, Advanced Institute, MMTA in the UP, Fall Conference, APT US&C Annual Conference, MMTA day seminars or any other event either hosted by the MMTA or APT US&C or officially sanctioned by the MMTA or APT US&C. It will be the participant's responsibility to fill out and keep a point sheet that will be handed out at each event detailing the points available and submit the documentation with the application for recertification. MMTA will not be responsible for tracking points for individuals.

Presenters at any MMTA education session will receive double the points that are available at the sessions for which they are presenting.

No points will be awarded for job experience, committee involvement, or serving on the Board of Directors.



MICHIGAN CERTIFIED PROFESSIONAL TREASURER
Application for Certification

Last Name First Name Middle Initial

Title

Employer

Address

City State Zip Code

Phone Number Email Address

Name as you would like it displayed on the plaque/certificate.

Please check the type of application.

- Initial MiCPT certification
- Renewal of MiCPT certification

Date of last certification

ELIGIBILITY CERTIFICATION

- I am an employee of a governmental entity (e.g., authority, city, county, township, or village) of the State of Michigan and am a duly elected or appointed treasurer, deputy treasurer, or assistant treasurer, or I can provide verification (Experience Verification Form) from my employer that I perform statutory duties required of treasurers including receiving, depositing, or investing municipal funds and billing, collecting, and distributing tax payments.
- I have been a treasurer, deputy treasurer, or assistant treasurer for three years immediately preceding the date of this application.
- I have completed the Michigan Municipal Treasurers Association Basic Institute. Date of completion: _____
- I understand that, if approved, my certification will expire four (4) years from the date of certification and that I must complete treasury-related education offered by the Michigan Municipal Treasurers Association in order to recertify.

I certify that I have read the items listed above and comply with all those items. I also grant the Michigan Municipal Treasurers Association permission to verify the accuracy of all statements and enclosures.

Applicant's Signature

Date

Please return this form and supporting documentation to:

Michigan Municipal Treasurers Association
PO Box 324
Tawas City, MI 48764

info@dovetailvs.com

EXPERIENCE VERIFICATION FORM

This form, if necessary for application, must be completed by your mayor, manager, or supervisor.

I hereby certify that _____:
Applicant's Name

1. Is an employee of a governmental entity (e.g., authority, city, county, township, or village) of the State of Michigan;
2. Performs statutory duties required of treasurers including receiving, depositing, or investing municipal funds and billing, collecting, and distributing tax payments; and
3. Has performed the duties required of a treasurer, deputy treasurer, or assistant treasurer for three years immediately preceding the date of this application

Last Name

First Name

Middle Initial

Title

Governmental Entity

City

State

Zip Code

Phone Number

Email Address

Signature



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Certifications Offered Through the Association of Public Treasurers of the United States and Canada (APT US&C)

Certified Public Finance Administrator (CPFA)

Attaining the designation of Certified Public Finance Administrator means that an individual is committed to education and experience in his/her chosen profession. This designation is awarded by the Association of Public Treasurers of the United States and Canada (APT US&C). In order to be eligible for this prestigious designation, an individual must be the elected or appointed treasurer, deputy or assistant treasurer, employee in/or dealing with the office of treasurer or principal officer in the governmental entity who is charged with the performance or supervision of one or more of the following responsibilities: investments, debt or treasury activities.

The applicant must have been an active member of the APT US&C for at least twenty-four months before applying for the designation. The applicant must also accumulate at least 100 points from a combination of education and experience. A minimum of 40 points must be earned from education or experience with a maximum of 60 points in either category.

Points for work experience must have been earned within the past 15 years and can be earned for experience as a municipal treasurer as defined above and for administrative supervisory/managerial experience prior to treasury work. A maximum of 40 points is allowed for work experience. Experience points can also be earned for attendance at the APT US&C and/or State Association annual conference, serving on a committee for the APT US&C or the State Association, or serving as a director, parliamentarian, or officer of either of these two associations. Maximum points allowed for each of these categories can be found in the CPFA application.

Education points can be earned from a college degree, college or university courses related to treasury management, completion of a State Association Sponsored Treasurers Institute, education programs pre-approved by APT US&C and approved treasury-related education by non-APT US&C statewide organizations. Maximum points allowed in each of these categories can also be found in the CPFA application.

Applications must be submitted by June 1st of each year. Recipients of the CPFA designation are honored at the annual APT US&C conference. Certification expires after five years but once an individual has attained the designation, maintenance of the certification only requires 50 points in a combination of education and experience over the five-year period.

Achievement of the CPFA designation reinforces the primary purpose of APT US&C - to elevate the level of knowledge of public finance and enrich the performance within the treasury management profession.

Advanced Certified Public Finance Administrator (ACPFA)

The goal of the Advanced CPFA is to encourage and reward advanced education and participation in the APT US&C and its State and Province Associations. Applicants must have a current CPFA at the time of application for the Advanced CPFA and, while work experience does not earn any points toward the Advanced CPFA, education points and non-work experience points may be used for maintaining the CPFA as well as earning the Advanced CPFA. The Advanced certification will require 15 experience points and 45 advanced education points.

Certified Public Funds Investment Manager (CPFIM)

Certified Public Funds Investment Manager program is a nationally recognized accreditation offered by the Association of Public Treasurers of the United States and Canada (APT US&C). The program

was launched in 2007, and has been well received. In today's challenging financial times, there has never been a greater need for education in managing taxpayer money.

Financial officers and public entities, in general, have minimal training in the arena of fixed income investing. Often times they are left to the guidance and expertise of the bank or brokerage who is selling them their investments. While most banks and brokerages offer good advice and have become trusted allies in your investing concerns, having the CPFIM accreditation gives you the confidence and the knowledge to manage your investments better.

This CPFIM certification is awarded after completion of an eight-hour course followed by a 75-question test. For more information on the content of the CPFIM training, visit www.aptusc.org.

Why Become a CPFIM?

- **Recognition:** You will be recognized for your accomplishment at the annual APT US&C conference and receive a plaque. The plaque shows your public entity the importance of the CPFIM program and may then be displayed in your office.
- **Accreditation:** You can proudly display the initials "CPFIM" after your name to indicate your accreditation to other business associates and professionals.
- **Professionalism:** By enrolling in the CPFIM program and obtaining the accreditation, you are demonstrating to your community and your employer that you are a qualified investment manager. In today's economic climate, you are providing your community with the confidence in your leadership and management skills.

Advanced Certified Public Funds Investment Manager (ACPFIM)

After completion of the CPFIM, APT US&C recommends successful completion of the ACPFIM. The program's duration is 3-4 hours long and has two major themes; Analysis and Strategy. In the first module of the training, we discuss how to analyze the fixed income and bond markets and to quantify the risks of your portfolio. The program has an emphasis on measuring today's biggest risk, interest rate risk, and understanding duration and convexity. The second part of the ACPFIM program is building the right strategy for today's market. In this module we discuss putting together a game plan for taking advantage of opportunities and avoiding some of the pitfalls in every market. The goal is to help you develop a written strategy and become a disciplined investor. There is a big and important difference between just purchasing investments and managing your investment portfolio. This program will explain the difference and assist you in becoming an effective portfolio manager. Following the program there will be a 35 question exam. The only prerequisite for the course is to be a CPFIM.

Any questions concerning the CPFA and Advanced CPFA application, please contact APT US&C at (989) 820-5205 or via email at info@aptusc.org.



Association of Public Treasurers of the United States and Canada

CPFA Experience Standards

	Points	Maximum Allowed
Work Experience: (within the past 15 years for a maximum of 40 points, no duplicate credit for dual positions)		
• Experience as a public treasurer as defined on the New Applicant Information sheet	4 per year	40
• Administrative, supervisory or managerial experience in government before treasury work	2 per year	20
• Administrative, supervisory or managerial experience before treasury work	1 per year	10
Total Work Experience		40
Other Experience		
• Attendance at an annual conference of APT US&C	5 per year	30
• Attendance at a state/province APT association conference*	2 per year	12
• Service as a committee member for APT US&C or a state/province APT association*	1 per year	5
• Service as a committee chair for APT US&C or a state/province APT association*	2 per year	10
• Service as a director or parliamentarian of APT US&C or a state/province APT association*	3 per year	15
• Service as an officer of APT US&C or a state/province APT association*	4 per year	20
• Service as a mentor in the APT US&C Mentor Program	1 per year	5
• Earn the APT US&C Certified Public Funds Investment Manager certification	2	7
• Earn the APT US&C Advanced Certified Public Funds Investment Manager certification	3	
• Complete a recognized national professional achievement certification program related to treasury management (e.g., CCM, CGFM, CPA, CPFO, CFE, CIA, CMA)	5 per certification	20
• Recipient of a special award presented by APT US&C or a state/province APT association*	5 per award	15
* Applicants from states/provinces that do not have an APT state/province association may substitute points from ONE statewide or province-wide organization relating to treasury management.		

Education Standards

	Maximum Allowed
• Bachelor degree in public administration, accounting, finance or related field OR completion with a C grade or better of college or university courses related to treasury management (1 point per semester hour; 2/3 of a point per quarter hour)	50
• Associate degree in public administration, accounting, finance, or related field	35
• Bachelor degree in an unrelated field	15
• Masters or Doctoral degree (5 points each)	10
• Completion of an APT US&C public treasurers institute (up to 50 points) AND/OR attendance at education programs pre-approved by APT US&C (assignment of points based on review of program agendas by the CPFA Certification Committee)	60
• Treasury-related education by non-APT statewide or province-wide organizations (1 point per 4 hours of instruction)	10

CPFA applicants must demonstrate a minimum of 40 points up to a maximum of 60 points in both the experience and education categories. A total of 100 points is required between both categories.



Association of Public Treasurers of the United States and Canada

COMMITTEE MEMBER/CHAIR OR DIRECTOR/OFFICER: Include proof of service.

Year _____ Position _____ Total Points _____

Association _____

Year _____ Position _____

Association _____

Year _____ Position _____

Association _____

Year _____ Position _____

Association _____

APT US&C AWARD OR STATE/PROVINCE AWARD: Include proof of award.

Year _____ Award Name _____ Total Points _____

Awarding Association & Conference Site _____

CPFIM/ADVANCED CPFIM: Include proof of accreditation.

Year _____ Level _____ Total Points _____

Training Site _____

Year _____ Level _____

Training Site _____

NATIONAL CERTIFICATION PROGRAM: Include proof of certification.

Certification Name _____ Total Points _____

Date _____ Organization _____

Total Experience Points (minimum of 40, maximum of 60) _____

Education

ASSOCIATE, BACHELOR, MASTER'S OR DOCTORAL DEGREE: Include transcript.

Degree _____ Major _____ Total Points _____

College/University _____

Location _____ Date Received _____



Association of Public Treasurers of the United States and Canada

COLLEGE/UNIVERSITY COURSES RELATED TO TREASURY MANAGEMENT: Include transcript.

Course Name/Number _____ Total Points _____

College/University _____

Grade _____ Location _____

Credit Hours _____ Date Completed _____

Course Name/Number _____

College/University _____

Grade _____ Location _____

Credit Hours _____ Date Completed _____

PUBLIC TREASURER INSTITUTE OR OTHER EDUCATIONAL PROGRAMS: Include proof of completion.

Sponsored By _____ Total Points _____

Conducted By _____

Course Dates _____ Date of Completion _____

Total Education Points (minimum of 40, maximum of 60) _____

Summary

Total Experience Points (minimum of 40, maximum of 60) _____

Total Education Points (minimum of 40, maximum of 60) _____

Total Certification Points (minimum of 100) _____