



MICPT CERTIFICATION AND RE-CERTIFICATION POLICY & PROCEDURE

POLICY

The Michigan Municipal Treasurers Association (MMTA) offers active municipal members the opportunity to earn the Michigan Certified Professional Treasurer (MiCPT) Certification. This nationally recognized and state sponsored certification is earned after successful completion of one-hundred (100) hours of treasury related education achieved through graduation of MMTA's Basic Institute. Basic Institute is a three-year program which requires members to attend all three years consecutively unless unforeseen circumstances prevents consecutive attendance and approval is granted to extend the three-year time frame, not to exceed five years.

The MiCPT Certification is valid for four years. MiCPT renewal is earned upon the successful completion of thirty (30) points of continuing education over the four-year period immediately preceding the expiration date of the MiCPT certification. Eligible continuing education hours must be sponsored by MMTA and/or its nationally sponsored Association, The Association of Public Treasurers of the United States and Canada (APT US&C). A maximum of six (6) points of the eligible continuing education hours may be achieved through attendance of APT US&C sponsored trainings.

Members achieving MiCPT Certification and Re-Certification will be recognized at MMTA's Annual Fall Conference and are encouraged to signify their certification by using the "MiCPT" certification after their name in electronic and written correspondence.

PROCEDURE

Upon successful completion of MMTA's Basic Institute, graduates must complete the MiCPT Application for Certification and submit to the Association within two years of their graduation and no later than June 1 to be eligible for the certification. The application is distributed during the third year attendance at Basic Institute and also posted on MMTA's website.

To maintain the MiCPT, active members must complete and submit the MiCPT Application for Re-certification along with supporting documentation of attendance of eligible trainings to the Association by June 1 of the calendar year their certification expires. A one-year extension may be granted for extenuating circumstances but must be requested in writing to the MMTA Professional Development Committee for approval.

One (1) point for every two hours of education will be awarded at each of the MMTA and/or APT US&C sponsored trainings. Any MMTA member who serves as a presenter at a MMTA sponsored training will receive double the points for the training they provide. Recertification points are not awarded for job experience, committee involvement or serving on the MMTA Board of Directors.

Point tally sheets are provided at all trainings and members are responsible for keeping track of their continuing education hours. The Association will send, via email or postal service, a letter informing them of their upcoming recertification renewal and requirements.

The Professional Development Committee will receive all applications and documentation or a summary report of same for review and determination of eligibility no later than the second week of June each year. The PDC will make final recommendation to the MMTA Board of Directors for acceptance and approval at their next Board meeting.