



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 and three years of treasury work experience. 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 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" designation after their name in electronic and written correspondence.

PROCEDURE

New Applicants

To be eligible for the MiCPT, a member must complete Basic Institute, apply within two years of graduation, and have three years of treasury related municipal experience by the June 1 application deadline. Applicants who do not hold the position of Finance Director, Treasurer, or Deputy/Assistant Treasurer must submit an Experience Verification Form with their application. Graduates applying after two years must demonstrate 30 additional points of continuing education in the previous four years.

If a member completes Basic Institute but does not meet the three-year experience requirement by the June 1 deadline, they may submit the MiCPT application by deadline for review by the Professional Development Committee (PDC). They will receive their certification upon completion of the three-year experience requirement and be recognized at the next MMTA conference.

Re-Certification

To maintain the MiCPT, certification must be renewed every four years, requiring documented continuing education. Applicants must show that they have accumulated thirty (30) points over the four-year period immediately preceding their renewal date. Applicants are required to provide documentation of points (point tally sheets and attendance rosters are maintained on the Resources/Point Sheets page in the members-only portion of the MMTA website). Applicants not holding the position of Finance Director, Treasurer, or Deputy/Assistant Treasurer must submit an Experience Verification Form. In the event an applicant has left municipal service and returned, their total municipal job experience will be considered. Applicants apply using the online form, which requires documentation to be uploaded as a pdf file. The deadline for application submission is June 1. The Association will send notification of expiring credentials each spring.

Continuing Education Points

Continuing education to renew the MiCPT is awarded one point for every two hours of education. It is the participant's responsibility to keep point tally sheets and attendance rosters of the conferences they attend to verify their 30 points. Points are awarded for attendance at Winter Workshop, Advanced Institute, MMTA in the UP, Fall Conference, the APT

US&C Annual Conference, and any other day seminars or event hosted or officially sanctioned by MMTA or APT US&C (up to six of the 30 points can be from APT US&C events).Presenters at any MMTA education session receive double points for the session they present. No points will be awarded for job experience, committee involvement, or serving on the MMTA Board of Directors.

The Professional Development Committee will receive all applications and documentation or a summary report of same for review and determination of eligibility by the second week of June each year and meet by the end of June. Applicants will be notified of the PDC's recommendation by the end of July, and the PDC will make final recommendation to the MMTA Board of Directors for acceptance and approval at their next Board meeting.

*Approved by the MMTA Board of Directors on August 2018
Amended by the MMTA Board of Directors on April 30, 2020*