

CREDENTIALALED MUNICIPAL FINANCE OFFICER

φ Application for Credentials φ

to the Credentials Committee of the



This Application Has Three Parts:

- Basic Requirements.....pages 3 & 4
- Education – 50 Points.....pages 5 & 6
- Experience – 50 points.....pages 7

Name _____ Title _____

Municipality _____

About the Credentialed Municipal Finance Officer Program

The Program was established to acknowledge the educational and professional accomplishments of a Municipal Finance Officer. The program is designed to promote continuing education and training of Municipal Finance Officers, so as to enable them to serve their community with confidence, skill and professionalism, as well as to be informed of the ever changing government finance issues and mandates.

Applicants must attain points for work in categories of experience and education, endorse the Code of Ethics for Municipal Finance Officers, and fulfill the credential requirements.

Why become a Credentialed Municipal Finance Officer?

You should consider the ever changing role of a Municipal Finance Officer, and how rapid changes in technology, financial reporting requirements, and government mandates-not to mention labor laws and post employment benefits-affect your ability to feel confident with your knowledge and performance to excel as a well respected Municipal Finance Officer.

The key is to maintain a high degree of education and training.

This program is designed to do just that, without requiring a formal degree program, while acknowledging the accomplishment of a well trained and informed Municipal Finance Officer.

The Credentialed Municipal Finance Officer Program will assist you in understanding change, learning or enhancing skills, and reward you with confidence in performing your duties as a public official.

New York State Society of Municipal Finance Officers Code of Ethics

Statement of intent

The Officers and Board of Directors of the New York State Society of Municipal Finance Officers recognizes that there are rules and standards of ethical conduct for officers and members which, if observed, can enhance confidence in the society and promote our goals. It is for that purpose the New York State Society of Municipal Finance Officers, have adopted the following canons of ethical conduct for the officers and members of the Society.

I. Personal Standards

Municipal finance officers shall demonstrate and be dedicated to the highest ideals of honor, excellence, impartiality and integrity in all public and personal relationships to merit the respect, trust and confidence of governing officials, other public officials, employees, and of the public.

II. Responsibility as Public Officials

Municipal finance officers shall recognize and be accountable for their responsibilities as officials in the public sector striving for the highest quality of performance and counsel.

They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

III. Development

Municipal finance officers shall promote excellence in public service while maintaining their competence and mentoring others.

IV. Information Integrity

Municipal finance officers shall demonstrate professional integrity in the issuance and management of information. They shall abide by all approved professional practices and standards. They shall respect the trust given them in accessing information and be sensitive and responsive to inquires for that information.

V. Conflict of Interest

Municipal finance officers shall actively avoid the appearance of or the fact of conflicting interests.

I, as a Municipal Finance
Officer pledge to serve by
the Code of Ethics as here stated.

Signature

I do hereby apply for the Credentialed Municipal Finance Officer designation by the Credential Committee and I hereby attest that the following statements and presentations are accurate and true to the best of my knowledge.

Signature _____ Date _____

PERSONAL DATA

Name _____
Last First Middle

Title _____

Employer _____
Municipality

Mailing Address _____
Street Address City/Village Zip

-() / -() / _____
Telephone Fax Number Email Address

BASIC REQUIREMENTS

- I am a Village Clerk-Treasurer, Village Treasurer, Deputy Village Clerk- Treasurer, Deputy Village Treasurer, City Chamberlain, Deputy City Chamberlain, City Comptroller, Deputy City Comptroller or Other _____
- I am a member of the New York State Society of Municipal Finance Officers
- I have obtained a minimum of **50** points in the Education category and **50** points in the Experience category.
- I have enclosed the \$50 application fee or voucher and understand that it is not refundable.

EDUCATION

50 POINTS

<u>EDUCATION POINTS</u>	<u>POINTS</u>	<u>MAX.</u>
Finance Officer in service education courses and seminars	1/course hr.	50
Attendance at NYCOM/OSC Fall Training School (2006 and after)	1/course hr.*	50
Attendance at NYCOM/OSC Fall Training School (2005 and prior)	4/year	28
Masters Degree in Finance, Public Administration or related field, or	20	20
Masters Degree in unrelated field, or	18	18
Bachelors Degree in Finance, Public Administration or related field, or	18	18
Bachelors Degree in unrelated field, or	16	16
Associates Degree in Finance, Public Administration or related field, or	16	16
Associates Degree in unrelated field, or	14	14
College / No Degree	.5/credit	12
Total College Credit		20
<i>* Attendance at classes must be certified by NYCOM or other verified means</i>		
<i>(Related fields include, but are not limited to: records management political science, government, business administration, accounting, economics, finance, or one of the social sciences.)</i>		

MASTERS DEGREE

ESTIMATED POINTS

M.P.A Other _____
specify

College/University name _____ Major _____

Location _____ Date received _____

- Copy of complete transcript is enclosed.
- Copy of diploma showing major field of study is enclosed.

BACHELORS DEGREE

ESTIMATED POINTS

B.A. B.S. Other _____
specify

College/University name _____ Major _____

Location _____ Date received _____

- Copy of complete transcript is enclosed.
- Copy of diploma showing major field of study is enclosed.

ASSOCIATES DEGREE

ESTIMATED
POINTS

A.S. A.A.S. Other _____
specify

College/University name _____ Major _____

Location _____ Date received _____

- Copy of complete transcript is enclosed.
- Copy of diploma showing major field of study is enclosed.

NOTE: To receive points, degree or credit hours must be academic must be from an accredited institution by an academic accrediting agency. Related fields include, but are not limited to: records management, political science, government, business administration, accounting, economics, finance, or one of the social sciences. If in doubt, supply a transcript of the courses; the certification committee will make the final determination.

A. IN-SERVICE COURSES (attach additional sheet if necessary)

<u>DATE</u>	<u>TRAINING OR WORKSHOP TITLE</u>	<u>SPONSOR</u>	<u>ACTUAL HRS.</u>	<u>ESTIM. PTS.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL ESTIMATED POINTS				_____

Please attach official certifications for all training *other than* NYCOM Fall Training School.

EXPERIENCE

50 POINTS

	POINTS	MAX.
Experience as Full-time Municipal Finance Officer	10/yr.	50
Experience as Full-time Deputy Municipal Finance Officer	8/yr.	50
Experience as Part-time Municipal Finance Officer	8/yr.	50
Experience as Part-time Deputy Municipal Finance Officer	6/yr.	50
Other full-time administrative position in local Government prior to becoming Municipal Finance Officer Or Deputy Municipal Finance Officer	3/yr	15
Administrative position in federal or state government	2/yr.	10
Administrative position in business	1/yr.	5

PRESENT POSITION:

	DATES	POINTS PER YEAR	ESTIMATED POINTS
Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory			
Administrative responsibilities _____			
_____ Total yrs. _____ x _____ = _____			

Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory			
Administrative responsibilities _____			
_____ Total yrs. _____ x _____ = _____			

Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory			
Administrative responsibilities _____			
_____ Total yrs. _____ x _____ = _____			

An additional sheet is attached.

All "Credentialed Municipal Finance Officer" designations shall expire following three (3) years from date of issuance. Recertification can be obtained upon completion of 20 hours of in-service education courses, completion of the recertification application and submission of a fee of \$20.00

When completed, mail:

- () this application,
- () voucher or application fee made payable to "NYSSMFO" (\$50.00),
- () transcripts, diploma or other supporting documents

to: New York State Society of Municipal Finance Officers
c/o Bonnie J. Page
Clerk-Treasurer
Village of Speculator
PO Box 396
Speculator, New York 12164

For information contact: Bonnie J. Page, Clerk-Treasurer, Village of Speculator, 518-548-7354
or Deborah Coad, Deputy City Chamberlain, City of Oswego, 315-342-8107.