**National Government Certification Continuing Education Overview**

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**Certified Government Auditing Professional (CGAP)**

<https://na.theiia.org/certification/CGAP-Certification/Pages/CGAP-Certification.aspx>

<https://na.theiia.org/certification/certified/Pages/CPE-Requirements.aspx>

Description of Membership:

* To become a Certified Government Auditing Professional (CGAP) the only requirement is to take an exam. This certification is provided through the Institue of Internal Auditors (IIA) and membership in this organization provides access to training opportunities, and a network of fellow auditors.

Continuing Education Requirements:

* The number of continuing education hours required to maintain this certification is based on the certification status of the individual.
* Depending on the year and their other certifications, individuals are required to complete 20-40 certification hours
* Newly certified individuals will be awarded a bonus 40 certification hours
* CGAP's must self-certify the completion of their continuing education hours online.
* These continuing education hours are submitted to CGAP to verify and submit annually to IIA's Professional Certification Board.
* The individual receives a certificate in the mail, alerting them if they are following the CGAP continuing education requirements.

Systems Utilized for Continuing Education:

* The Institute of Internal Auditors offers online learning webinars through their website and in-person
* On-site group training
* Conferences and events
* They schedule these CPE webinars throughout the year and offer varying amounts of CPE credit depending on the webinar/conference/event
* Vision University Program
* Are multi-day conferences in sites across the country that also count for CPE credit
* 3 hours of CPE credit can also be earned through the Internal Auditor Magazine quizzes by achieving 80% or higher
* CPE credit can also be earned by writing or publishing a book

**Certified Government Chief Information Officers (CGCIO)**

<http://catalogs.rutgers.edu/generated/spaa_current/pg110.html>

<https://www.sog.unc.edu/courses/course-lists/unc-ch-school-government-certified-government-chief-information-officer-cgcio-certification-program>

<http://www.pti.org/services/cgcio.asp>

Description of Membership:

* The Certified Government Chief Information Officer Certification Program (CGIO) equips technology professionals with the requisite tools to improve their leadership skills to best manage their organizational technology and personal assets.

Continuing Education Requirements:

* Once the candidate has received the CGCIO™ certification, a total of 60 hours or 20 hours of continuing professional education credits each year to maintain CGCIO™ accreditation.
* The credit hours may come from GMIS International conferences and events, vendor-sponsored training, and other educational opportunities as deemed appropriate by the GMIS International Board of Directors whose decision is final.
* The continuing education credits must be submitted to the GMIS International Board and the Center for Public Technology in July and December of each year.
* These hours are accounted for and reviewed by GMIS annually.

Systems Utilized for Continuing Education:

* There is conflicting information regarding where and how they offer continuing education:
* Credits for recertification can be earned by attending approved local, regional or national seminars and conferences, writing articles, mentoring, public speaking, ongoing training, attending webinars, etc. Direction for this can be found on Public Technology Institute
* They also say GMIS has deeming authority for qualifying continuing education and that they offer suggestions when contacted- not readily available online

**Certified Public Accountant (CPA)**

<https://nasba.org/education/becomingacpa/>

Description of Membership:

* A certified public accountant (CPA) must be certified by a state board of accountancy. To be considered a CPA one must pass the CPA exam and meet the specific licensing requirements in each state.

Continuing Education Requirements:

* In Georgia to maintain a CPA, there is a biennial license renewal.
* 80 hours of continuing education with a minimum of 20 per year
* Dinner, luncheon, and breakfast meetings of recognized accounting organizations may qualify when structured as continuing education.
* Published materials authorship count towards hours but are limited to 25 percent of the total.
* Credit for hours can come from teaching and/or attending CPA classes.
* Certification hours are self-reported and accounted for by individual state boards of accountancy.
* The hours reported are audited according to state guidelines.
* In Georgia, hours are self-reported, and they are subject to audit by the Georgia State Board of Accountancy.

Systems Utilized for Continuing Education:

* The Georgia state board of accountancy does not "pre-approve" any continuing education- it is the responsibility of the provider and licensee
* In their bylaws they describe the conditions and requirements for things to qualify as CPE

**Certified Public Finance Officer Program (CPFO)**

<http://gfoa.org/cpfo>

Description of Membership:

* Candidates for the Certified Public Finance Officer Program (CPFO) must pass a series of five examinations covering the major disciplines of public finance. The candidate has seven years to successfully complete these exams. The GFOA reviews and approves all CPFO exams.

Continuing Education Requirements:

* CPFO certification is maintained by participating in 30 hours of continuing professional education each year or 60 hours if the candidate files over a two-year period.
* These hours are reported by completing and filing a Continuing Professional Education (CPE) report with the Government Finance Officers Association.
* These reports will be randomly audited, and the individual will be asked to provide supporting documentation for their reported hours of CPE

Systems Utilized for Continuing Education:

* They utilize a renewal form and certify the completion of their CPE: [CPE Renewal Form](http://gfoa.org/sites/default/files/CPErenewalappformSeptember2016.pdf)
* CPE earned that meets the requirements of a state board of accountancy to maintain a CPA designation can also be used as CPE credit to maintain the CPFO designation.
* In instances where a state board of accountancy does not recognize CPE credit for maintaining a CPA designation, CPE credit to maintain the CPFO designation may be obtained in the following manner:
* Training. This may include training seminars, annual conferences, and internet trainingfor example training offered by the national GFOA or state GFOAs, or other applicable training. The number of CPE hours granted should be based on the CPE providers recommended number of CPE hours for the program.
* Self-study programs. The number of CPE hours granted should be based on the CPE providers recommended number of CPE hours for the program.
* Curriculum of a University, college or other educational institution. CPE course credit awarded at the rate of 15 hours for each semester hour and 10 hours for each quarter hour of school credit awarded.
* Reviewing reports for the GFOA Awards Programs**.**Two CPE credit per report can be earned specifically for maintaining the GFOA CPFO designation when reviewing a report in the CAFR program, Budget program or Popular Reporting program.  The maximum number of CPE that can be earned on annual basis is 6 CPE credit hours.
* GFOA Standing Committee. Committee members of GFOAs national standing technical committees can earn a maximum of 4 hours on annual basis for attendance to the committee meetings in Washington DC and in conjunction with the annual conference.
* Instructor, speaker or discussion leader of an approved course. CPE credit is allowed for actual presentation time, plus actual preparation time up to 2 hours for each hour of presentation. No preparation or presentation time allowed for presentations of the same course within two-year period; no more than 40 hours for any two-year period.
* CPE credits for the CPFO designation may be earned in one or more of the six topic areas of the Certified Public Finance Officers Program listed below:
* Accounting, Auditing and Financial Reporting
* Governmental Budgeting and Fiscal Policy, including Economic Development and Capital Planning
* Governmental Debt Management
* Managerial Skills and Ethics
* Retirement and Benefits, Risk Management, and Procurement
* Treasury and Investment Management
* One CPE Credit Hour is earned for each 50 minutes of active participation

**Certified Public Works Professional- Management (CPWP-M)**

<https://www.apwa.net/MYAPWA/MyApwa/Apwa_Public/Education_and_Events/Certifications/CPWP-M.aspx>

Description of Membership:

* CPWP-M is a certification program offered by the American Public Works Association (APWA). To earn this certification an individual must take one exam, however, to maintain the certification there are several continuing education requirements.

Continuing Education Requirements:

* 50 "credits" must be earned in a five-year period following the completion of the certification exam. Credits can be earned through a combination of:
* Professional Development:
* Attending APWA Chapter meetings
* Serving in an officer position on an APWA committee
* Contributing to the profession by speaking
* Publishing articles or other literary contributions
* Continuing Education Hours
* Each clock hour = one "credit"
* College courses, sanctioned continuing education, in-house training programs, and correspondence programs
* All content must relate back to CPWP-M
* These "credits" are then recorded on a sheet by the member and filed with the APWA.

Systems Utilized for Continuing Education:

* Annual Conference Attendance = 6 credits per each full day of attendance
* Continuing education programs offered by APWA, APWA Chapters, or other associations related to public works (includes face-to-face and online delivery).
* Courses taken for credit at an accredited college or university.
* In-house training programs conducted by your agency or city.
* Correspondence programs.
* Recognized technical upgrading conducted by manufacturers, vendors or a certified school.
* All the above must be in approved content areas
* Content Areas must link back to the CPWP-M Content Outline.

**Certified Municipal Clerk (CMC)**

<https://www.iimc.com/index.aspx?nid=126>

Description of Membership:

* To become a Certified Municipal Clerk (CMC) one must be an International Institue of Municipal Clerks (IIMC) member for two years. The individual must attain 60 points in the education category and 50 points in the experience category. Only IIMC members in good standing can apply or be considered for this certification. Points are assessed according to the IIMC education standards.

Continuing Education Requirements:

* There does not appear to be specific continuing education requirement for the CMC.

Systems Utilized for Continuing Education:

* N/A

**Government Finance Officer Association (GFOA)**

<http://gfoa.org/cpfo>

Description of Membership:

* Government Finance Officer Association (GFOA) membership is open to everyone whose career, studies, or interests include government finance management. Membership ranges from individuals to town and municipalities of all sizes. GFOA provides information on a wide range of financial topics, technical topics, professional recognition, and networking opportunities for their members.

Continuing Education Requirements:

* There are no continuing education requirements for membership to GFOA.

Systems Utilized for Continuing Education:

* N/A

**Society for Human Resources Management (SHRM)**

<https://www.shrm.org/>

Description of Membership:

* The National Association for Human Resources Professionals (SHRM) membership offers education opportunities through conferences and seminars. Additionally, they keep members up-to-date on all legal compliance changes at the federal, state, and local levels. They offer webcasts, HR Magazine and e-Newsletter subscriptions, the opportunity to call an HR advisor with any questions, and member-to-member communication to discuss pertinent topics and ask questions.

Continuing Education Requirements:

* No continuing education requirements BUT SHRM requires 60 professional development credits every three years or retake the certification exam.
* Professional development credits can be earned in numerous different ways: conferences, seminars, and volunteering and contributing resources to the advancement of the HR profession.
* These continuing education hours are self-reported on shrm.org. Once the individual has earned the 60 hours, then they "reapply for certification" through the click of a button and their application and methods of earning their hours is then reviewed by SHRM.

Systems Utilized for Continuing Education:

* Recertification can come from three different areas:
* Advance Your Education:
* Instructor-led:
* Conferences
* Seminars/Workshops
* College/University courses
* E-learning (instructor-led)
* Chapter programs
* Self-paced:
* E-learning (self-paced)
* Videoconferences
* Webcasts
* Books and e-books
* Advance Your Organization
* Supervisor-endorsed work projects that:
* Meet or support organizational goals and demonstrate or advance capabilities in one or more HR Competencies
* To be awarded credit, upload documentation to your certification portal providing the following information to support your work:
* Defined project objectives and goals. Provide an outline on how these are aligned to your organizations needs and have this verified by your supervisor.
* Describe the work project. Include your level of involvement and the time spent on each initiative.
* Describe how goals were met or supported.
* Relate project to all applicable HR competencies and explain how they were advanced to achieve the project goals.
* Competency Connection Examples:
* Relationship Management and Critical Evaluation: researching, designing and implementing a new compensation program.
* Global & Cultural Effectiveness: designing and implementing a new initiative to promote diversity and inclusion.
* PDCs are calculated based on how long you spend working on a project.
* 50+ hours spent and a minimum of 3+ months=10 PDCs
* 100+ hours spent and a minimum of 6+ months=20 PDCs
* Advance Your Profession
* Thought leadership and volunteer activities that contribute to the development of the HR profession and the community, including:
* Professional membership
* Volunteer leadership
* Speaking at conferences
* Research, writing and publishing
* For complete information on PDCs earned through each activity, please view the [Recertification Handbook »](https://www.shrm.org/certification/Documents/recertification%20handbook_final.pdf)

**Continuing Education Platforms**

**Alison**

<https://alison.com/>

Cost: Free

Courses:

* Technology
* Language
* Science
* Health
* Humanities
* Business
* Math
* Marketing
* Lifestyle

Guidelines: Should have parameters or permission required for certain lifestyle or humanities courses through this website.

**GovLoop Academy**

<https://academy.govloop.com/>

Cost: Free?

Courses:

* Numerous courses varying from IT, big data, to leadership.
* GovLoop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.nasbaregistry.org/).
* *Not all courses on GovLoop Academy are available for CPE credit. Only those courses with the NASBA logo on the overview page are available for credit.*

Guidelines: There are so many offerings on GovLoop, it would have to be limited in scope for CPE.

**Ted Talks**

<https://www.ted.com/talks>

Cost: Free.

Courses: Everything.

Guidelines: Need to have suggestions or have CPM's request permission for talks outside of the suggested list.

**Skillport/Skillsoft**

<https://skillport.com/>

Cost: Free demo or $2.03 annually.

Courses:

* Business Skills Training
* Digital Skills Training
* IT Skills and Certification Training
* Compliance Training
* Management and Leadership Development

Guidelines: All courses appeared to be focused on professional training and development.

**Managementstudyguide.com**

<http://www.managementstudyguide.com/>

Cost: Free.

Courses:

* Management Basics
* Management Functions
* Organizational Behavior
* Marketing
* People Management
* Operations
* Finance
* Economics

Guidelines: There are over 200 topics, so guidance on appropriate topics for CPE would be helpful.

**Microsoft Suite Training**

<https://alison.com/courses?&query=microsoft>

Cost: Free through Alison.

Courses:

* Microsoft Outlook
* Office
* Word
* PowerPoint
* Excel
* 365 for Small Businesses
* Numerous Microsoft Digital Literacy

Guidelines: N/A.