



PDU Maintenance

Program Guidelines

As a current active Member of AMCTO who holds the CMO or AMP designation you are required to maintain the designation within the established three (3) year PDU maintenance program. This will require you to participate in professional development activities over a three (3) year cycle and report the activities to AMCTO PDU Log.

You will receive a notice from AMCTO every three (3) years asking for submission of the PDU Log. You are required to keep supporting documentation for all PDUs claimed, as random audits will be conducted, however, supporting documentation will not be required at the time of submission of the PDU Log.

60 PDUs are required in one (3) year cycle. Professional development units claimed must relate to one of the 8 competencies. There must be a minimum of 30 PDU's claimed under Continuing Education and Professional Development and the other 30 can be claimed in any category. The categories in which PDU's may be claimed are:

Continuing Education and Professional Development 1 hour of activity = 1 PDU	Teaching and Presenting 1 hour of activity = 1 PDU
Professional Writing 1 hour of activity = 1 PDU	Community Involvement 1 hour of activity = 1 PDU
Sharing your Knowledge 1 hour of activity = 1 PDU	Self-directed learning (non-structured) 2 hours of activity = 1 PDU

Questions? Contact accreditation@amcto.com

CMO/AMP PDU LOG: MAINTENANCE OF DESIGNATION

Category	Description of Acceptable Activities related to the MUNICIPAL SECTOR	Identify which of the 8 CMO or 5 AMP competencies the information relates to.	# of PDUs claimed
Continuing Education and Professional Development <i>(Minimum of 30 PDUs required in this category)</i>	Attending educational courses offered by AMCTO; other relevant educational courses, conferences, workshops, seminars or symposiums. Professional development – completing an academic course offered by a university or college Required Information: <ul style="list-style-type: none"> ✓ Apply your activity to one of the 8 competency categories ✓ Name/Topic and date(s) of course/session/program: Name of Certificate/Degree granted if any ✓ Certificate/note of completion Additional Required Documentation (if audited): Registration receipt, syllabus		

CMO PDU LOG: MAINTENANCE OF DESIGNATION

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Self-directed learning	<p>Self-directed learning activities which are individualized learning events involving personally conducted research or study; reading articles, books, or instructional manuals; watching videos, Using interactive, podcasts, or other source material; having formal discussions with colleagues, co-workers, clients or consultants; being coached or mentored by a colleague, co-worker or consultant. Must be related to a topic relevant to one of the 8 competencies.</p> <p>Required Information:</p> <ul style="list-style-type: none"> ✓ Topic and method of learning <p>Additional Required Documentation (if audited): Evidence, description, purpose and sample notes.</p>		

CMO PDU LOG: MAINTENANCE OF DESIGNATION

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Teaching and Presenting	<p>Serving as a speaker/instructor for management related courses/ presentations; serving as a moderator of a relevant discussion; serving as a subject matter expert for a panel discussion. Presenting in a webinar/podcast. Designing courses.</p> <p>Required Information:</p> <ul style="list-style-type: none"> ✓ Topic/type/date of teaching and/or presenting ✓ Hiring Organization <p>Additional Required Documentation (if audited):</p> <ul style="list-style-type: none"> ✓ Agenda, schedule, lesson plan ✓ Outline session details 		

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Teaching and Presenting continued	Creating a course/developing course content for management related courses. Required Information: <ul style="list-style-type: none"> ✓ Topic/type of course and content Additional Required Documentation (if audited): <ul style="list-style-type: none"> ✓ Agenda, schedule, brochure ✓ Table of Contents (may also require copy of course material) 		

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Professional Writing	<p>Authoring/co-authoring a management textbook; a peer reviewed article; an article; an article for relevant electronic or print newsletters; an article published on an official organization, professional or company blog</p> <p>Required Information:</p> <ul style="list-style-type: none"> ✓ Name of article, book, etc. and publication issue and title or website link. ISBN No. if available <p>Additional Required Documentation (if audited):</p> <ul style="list-style-type: none"> ✓ Copy of article, table of contents, any other material as evidence of published material and proof of authorship. 		

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Community involvement	<p>Providing volunteer, non-compensated management services to non-employer/non-client groups. Active participation with professional/community organization- senior level</p> <p>Required Information:</p> <ul style="list-style-type: none"> ✓ Your role, name and type of organization and length of time involved <p>Additional Required Documentation (if audited):</p> <ul style="list-style-type: none"> ✓ Letter from organization acknowledging your participation, time spent and brief explanation of your role. 		

CMO PDU LOG: MAINTENANCE OF DESIGNATION

Category	Description of Acceptable Activities related to the MUNICIPAL SECTOR	List your information in this column. Identify which of the 8 CMO competencies the information relates to.	# of PDUs claimed
Sharing your knowledge	<p>Acting for a municipal organization as a marker, reviewer, mentor of academic or accreditation programs</p> <p>Required Information:</p> <ul style="list-style-type: none"> ✓ Your role, name and type of organization, length of time involved ✓ Documentation of role from organization <p>Additional Required Documentation (if audited):</p> <ul style="list-style-type: none"> ✓ Letter from organization acknowledging participation, time spent and brief explanation of your role. 		