

## **Maintaining / Submitting a PDU Log - FAQs**

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### **Why do I need to complete this PDU log instead of re-certifying my CMO?**

With the re-launch of the CMO as a municipal management and leadership designation, the AMCTO Board of Directors approved the use of a CMO Maintenance Program. The CMO Maintenance Program replaces the CMO Recertification requirement.

As a CMO Holder, you are not required to prove competency again, however, you will be required to demonstrate that you continue to develop yourself through the three (3) year PDU maintenance program. This will require you to participate and capture professional development activities over a three (3) year cycle and report them using the PDU Log.

### **When should I be completing this PDU log?**

AMCTO staff recommend that CMO Holders work on their PDU log fairly regularly to ensure that it is up-to-date and professional development activities are reflected accurately.

This may be as simple as maintaining the PDU log as an active file on your desktop with a folder for documentation/evidence. The documentation/evidence can include receipts, confirmation of attendance, certificates of completion etc. This documentation is only be required for submittal to those whose PDU log is audited.

### **When do I need to submit my PDU log?**

As a CMO Holder, you will be required to submit a PDU Log to AMCTO by the end of the third year after being granted your CMO accreditation. For example, if you were granted your CMO in February of 2016, then you must submit your PDU Log to AMCTO by December 31<sup>st</sup>, 2019. The same submission date applies if you are granted the CMO in October 2016 as well.

For CMO holders granted the accreditation under the previous program, the date being used for your CMO is June 2015 and thus, you must submit prior to December 31, 2018 in order to continue to use the CMO designation.

### **How many PDUs are required in one (3) year cycle?**

60 PDUs are required in one (3) year cycle. Professional development units claimed must relate to one of the 8 competencies in the new program. 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.

### **What if I do not maintain the appropriate level of PDUs over a three year period?**

As a holder of the CMO designation, it is your responsibility to report your activities and claim PDUs every three (3) years and demonstrate how you continuously develop within

your profession. **Failure to meet this requirement will result in you losing your CMO designation.**

**Do I have to provide supporting documentation when submitting my PDU log?**

CMO holders will be required to keep supporting documentation for all PDUs claimed as random audits will be conducted of holders, however, supporting documentation will not be required at the time of submission of the PDU Log.

**How do I account for my PDU hours?**

AMCTO staff recommend that hours being captured in a literal sense. For example, if you attend a one hour webinar then it can then be captured as one hour of professional development. Equally, if you attend a day-long workshop then you can capture the hours appropriately. Deeper inquiry into these claims by holders will be made to those being randomly audited each year.