

Certified
Municipal
Leadership
Program





Certified Municipal Leadership Program

Are you an elected official looking for professional development opportunities? The Association of Washington Cities' (AWC) Certified Municipal Leadership (CML) program offers you a variety of practical training and service options. AWC's CML program:

- Provides the core knowledge you need for effective municipal governance.
- Gives you high-level technical training for handling critical municipal issues.
- Develops and strengthens your leadership skills.

The program also acknowledges the efforts you make to enhance your leadership capabilities and perform community service. Your achievements are recognized by two levels of certification - the Certificate of Municipal Leadership and the Advanced Certificate of Municipal Leadership.

Mayors and councilmembers are automatically enrolled in the CML program after registering for and attending an AWC workshop that offers CML credits. After you attend various CML classes, your credits are automatically tracked by AWC. No paperwork to fill out!

Once you complete the program, you receive your certificate and are recognized at AWC's Annual Conference.





Certificate of Municipal Leadership

The Certificate of Municipal Leadership emphasizes training in four required categories:

- Roles, Responsibilities, and Legal Requirements
- Public Sector Resource Management
- Land Use, Planning, and Infrastructure
- Effective Local Leadership

To earn the basic CML certificate, you need to obtain 30 CML credits and attend at least one workshop in each of the four categories. You have three years to complete this level of certification and the time period starts after you attend your first CML training.

Here are some examples of training under each category for the first level of CML:

- **Roles, Responsibilities, and Legal Requirements**
 - Newly Elected Officials Workshops
 - Knowing the Rules: Open Public Meetings Act & Public Disclosure Law
- **Public Sector Resource Management**
 - Intro to Municipal Budgeting
 - Nuts & Bolts of City Finances
- **Land Use, Planning and Infrastructure**
 - Short Course on Planning
 - Infrastructure Development & Maintenance
- **Effective Local Leadership**
 - City Legislative Action Conference
 - Engaging Your Citizens



Advanced Certificate of Municipal Leadership

The Advanced Certificate of Municipal Leadership recognizes city officials who earn the first level of CML and an additional thirty hours of CML credits. You also must contribute two years of community service and submit a community leadership service application.

AWC's program recognizes community leadership that directly improves or demonstrates your ability to provide municipal and community guidance.

Examples of service that qualifies:

- Board or committee position with AWC or the National League of Cities (NLC).
- Board or chair positions with community organizations.
- Service on state-wide commissions, committees, councils and task forces.
- Leadership on projects such as fundraising efforts, campaigns and major events.

For Community Leadership Credit Applications:

- Community service must have been completed within five years of the application date.
- Requests for community leadership credit will be reviewed for approval by AWC.



Offering You Choices

You can also earn Advanced CML credits from training that is not affiliated with AWC:

- Workshops or conferences sponsored by NLC or another provider may be submitted for credit.
- To earn credit, the non-AWC training request form must be submitted within three months of the workshop participation.
- The credit request form can be found online at: <http://www.awcnet.org/forms/cmlcreditrequestform.asp>
- Maximum of 15 credits can be earned from non-AWC workshops.

Applications for CML credit for these workshops will be reviewed and approved by AWC. AWC generally grants 1 CML credit for 1 hour of actual training, but may limit the number of credits per approved session.

For more information on CML and a schedule of CML training, please visit: www.awcnet.org/cml

For questions about the program, please contact Kate Roewe, Communication/ Member Service Specialist (360) 753-4137 or kater@awcnet.org





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