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CPIM
CENTER FOR PUBLIC INVESTMENT MANAGEMENT

A PROGRAM BROUGHT TO YOU BY:
JOSH MANDEL
STATE TREASURER OF OHIO

STATE TREASURER'S GUIDELINES FOR PARTNERING WITH PROFESSIONAL ASSOCIATIONS

The State Treasurer's Center for Public Investment Management (CPIM) partners with professional public finance associations within the State of Ohio to award CPIM-approved continuing education hours at association-sponsored annual conferences and training seminars. These partnerships allow CPIM and professional associations to coordinate educational efforts in order to provide the most meaningful learning experience for Ohio's public funds managers. It also allows both parties to coordinate schedules and share resources such as curriculum, instructors, and innovative ideas about the training experience.

Types of Courses That Can Be Approved

CPIM will approve courses in the areas of cash management (including debt issuance and management – i.e. public finance), investments, ethics, the collection of taxes, and any other area that is reasonably related to the duties of a treasurer as determined by the State Treasurer's Office. All CPIM-accredited courses must be maintained at the same exceptional standard to which the actual CPIM courses are held.

Below is a list of topics that fall within each of the specific statutory content areas for which CPIM provides instruction. (Please note this is not an exhaustive list of subject matter areas.)

Cash Management	Investments	Public Finance
• Cash flow forecasting • Check processing/truncation • Bank relationship management • Electronic payments/receipts • Request for Proposals (RFPs) • Treasury management • Budgeting • Acceleration of deposits (lockboxes, ACH, internet, credit cards) • Collateralization	• Types of eligible securities • Investment strategies • Portfolio management • Investment policy • Understanding the yield curve • Investment professionals • Benchmarking • Understanding economic data • Tools for making good investment decisions • Investment accounting	• Debt issuance • Debt management/ administration • Municipal finance • Tax increment financing • Arbitrage • Post issuance compliance and disclosure • Economic Development

Ethics	Tax Collection	Reasonably Related Topics
• Ohio Ethics Law • Fraud, theft, and warning signs as related to ethics • Updates on ethics • Codes of ethics • Ethical obligations and procedures	• Types of taxes • Collection of delinquent taxes • Payment of taxes • Millage and levies • Tax liens • Tax foreclosure • Taxation updates (IRS, ODT)	• Financial reporting (CAFR, GASB) • Auditing • Fraud prevention • Internal controls • Legal compliance • Understanding ORC

Making Your Accreditation Request

A request for accreditation must originate from a professional association, not a vendor or an individual. CPIM would like to be involved in the planning phase of the association's annual conference or training **before** the accreditation request is made and the course selection is finalized. This will ensure that both the association's and CPIM's needs are met without any confusion or contradictions. Requests must be received by CPIM **no later than 14 business days** before the first day of the event.

CPIM will maintain a hands-on approach throughout the entire accreditation process, from the initial request through the distribution of the Certificates of Program Completion. A representative from the State Treasurer Office may attend the session(s) to monitor for quality control. CPIM reserves the right to rescind accreditation if the session(s) does not meet the original standards upon which approval was given. In the event that this is a result of poor instructor skills and not due to course content, this will be taken under consideration when determining whether or not credit will be awarded. If credit is not given, the approved number of hours for the workshop will be changed to reflect this reduction.

Your request must have each of the following:

Item	Description of Item
Name of Requesting Association	
Name & Contact Information of Requester	Please include the contact information and cell phone number for the on-site contact.
Date & Time of Course	Provide the date and time each course will be taught.
Location of Conference/Event	Address of the conference/event.
Course Title	This should answer the question "What will participants come away with?"
Course Description & Learning Objectives	Provide a brief description clearly stating the topics, issues and goals of the course.
Statement of Accreditation Rationale	To meet CPIM continuing education standards, a course must enhance a participant's background and working knowledge in **investments, cash management (including debt issuance and management, i.e., public finance), ethics, tax collection, or any other subject the State Treasurer's Office deems reasonably related to the duties of a treasurer.** State the rationale as to why the course meets these standards for continuing education.
Course Length	Number of hours requested for each course.
Define the Target Audience	Include target audience experience level.
Bio of Instructor(s)	Provide a bio for all instructors for each course.

Please use the above checklist to prepare proper documentation to submit for an accreditation request. You must complete an overall ***Request for Accreditation Survey Summary Page*** and an ***Individual Course Approval Form*** with the required attachments for each course, even if the course has been previously offered at a CPIM conference. Please see forms on pages 4 and 5. Electronic versions of these forms can be obtained by contacting CPIM at (614) 728-4236 or cpim@tos.ohio.gov.

Approval Process

Approval is given for actual instructional time. Please take into account any breaks that may occur and deduct them from the requested course length in increments of 0.25 hours (15 minute increments). It is recommended that one break is taken for every 90 minutes of instructional time. Should a course begin 15 or more minutes after its scheduled start time and/or end 15 or more minutes before its scheduled end time, the appropriate reduction will be made in the number of hours of credit given.

It is in the association's best interest to submit requests as early as possible so that it may advertise the number of hours of CPIM credit approved for workshops. However, **should any marketing materials be published before approval is given, the association must state that "CPIM credit has been requested and is contingent upon approval."** This is imperative to ensure that participants are not misled in the event that a course does not receive approval.

Once accreditation is granted, CPIM will work with the association to participate in the upcoming courses when possible. Additionally, CPIM staff will provide the ***Certification of Hours Form*** required to be completed by all attendees seeking CPIM credit for attendance. (See sample certification of hours form attached.) Participants will receive this form at the beginning of the conference to track their hours.

In order to maintain the integrity of our program, participants must complete and submit the Certification of Hours Form after the last CPIM-approved session they attend or by the time indicated on the form, typically the last CPIM certified course for the workshop.

FORMS SUBMITTED AFTER THE CONFERENCE WILL NOT BE ACCEPTED.

Additional Information & Questions

For additional information or questions, please contact CPIM at:

Office of the State Treasurer of Ohio
Center for Public Investment Management (CPIM)
Phone: (614) 728-4236 or (800) 228-1102, Option #2
E-mail: cpim@tos.ohio.gov
www.ohiotreasurer.gov/CPIMhome

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REQUEST FOR ACCREDITATION SUMMARY COVER PAGE

Please Complete.

1. Name of Requesting Association

   _____

2. Name and contact information of person completing request

   Name _____

   Phone Number _____

   Email Address _____

3. Date of Request _____

4. Date(s) of Training _____

5. Location of Training _____

6. Total Number of Continuing Education Hours Sought for Approval _____

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INDIVIDUAL COURSE APPROVAL FORM

Complete One Form for Each Course to be Accredited.

1. Name of Requesting Association _____

2. Name and contact information of person completing request

   Name _____

   Phone Number _____ Email Address _____

3. Date of Request _____

4. Date(s) and Time of Course _____

5. Course Title _____

6. Course Description & Learning Objectives _____

_____

_____

_____

7. Statement of Accreditation Rationale _____

_____

_____

_____

8. Course Length _____ 9. Target Audience _____

10. Instructor Biography _____

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STATE TREASURER OF OHIO

Ohio State Treasurer's Center for Public Investment Management
Professional Public Funds Manager's Association Annual Conference

CERTIFICATION OF HOURS FORM

Wednesday, January 19		**Hrs. Possible**	**Hrs. Attended**
10:15 ~ 11:15	Cash Management 101 for Public Fund Managers	1.0	_____
11:30 ~ 12:30	Ohio Ethics Laws	1.0	_____

TOTAL HOURS EARNED _____

A maximum of two (2.0) hours may be earned during this conference. A minimum of six (6) hours are required to meet your annual continuing education requirement under the Ohio Revised Code 135.22.

Sample

Please Print

Name _____ Address _____

Title _____ CSZ _____

Entity _____ Phone _____

County _____ Email/Fax _____

Signature _____ Date _____

PLEASE NOTE: This form must be submitted to a staff member by the end of the last session at 12:30 PM on January 19, 2011. <u>No forms will be accepted after that date and time.</u>

Please indicate whether you are seeking CPIM certification (i.e., that you want credit for these hours). If no, you will <u>NOT</u> receive CPIM credit for these courses. If yes, you will be invoiced for the certification fee, UNLESS you've already paid it.

Yes _____ or No _____

This form will be used for determining compliance status for the Ohio Auditor of State's Office pursuant to Ohio Revised Code 135.22 and will become public record once completed.