

Certified Public Finance Officers Program Continuing Professional Education Requirements

Enclosed is guidance on the continuing professional education requirements:

1. It is a program requirement that each Certified Public Finance Officer (CPFO) complete at least 30 hours of continuing professional education (CPE) each calendar year, starting the second full calendar year following certification.
2. Each CPFO must annually complete a form listing the CPE taken to comply with this requirement and file that form with GFOA staff no later than January 31 of the following calendar year.
3. GFOA staff will send a notice of the filing requirement and the form to be used for that purpose to each CPFO in November of each calendar year. A copy of the form will also be permanently maintained on GFOA's web site.
4. GFOA staff will send a reminder to any CPFO who has not filed by the deadline of January 31 to inform that individual that failure to comply will result in the individual's status as a CPFO being downgraded to "inactive." For individuals that do not meet the deadline of January 31, the final date that GFOA can accept the late filing is the last business day of the month of the GFOA Annual Conference, after that date a CPFO will be downgraded to "inactive."
5. GFOA staff will perform a desk review of each CPE report to ensure that it contains the required 30 hours of CPE for the calendar year.
6. GFOA staff will notify any CPFO not reporting 30 hours that their report is incomplete and that they must either (1) file an amended report demonstrating that they took 30 hours of CPE within the calendar year, which must be received by GFOA no later than the last business day of the month of the GFOA Annual Conference or (2) take whatever additional CPE is necessary to complete the full thirty-hour requirement which can be no later than the last business day of the month of the GFOA Annual Conference. In the latter case, such remedial CPE cannot be used to meet the CPE requirement for the following year. GFOA staff will also inform the individual that failure to do either will result in the individual's status being downgraded to "inactive."
7. A random sample of those who report the required 30 hours of CPE will be selected. Those individuals will be asked to provide supporting documentation for the hours claimed. If appropriate documentation cannot be furnished for some or all of the CPE hours claimed, those individuals will be treated in the same fashion as individuals reporting less than 30 hours (see previous step).

8. Any CPFO whose status has been changed to “inactive” will be removed from all official published lists of CPFOs and will be directed not to use the title.
9. A CPFO whose status has been changed to “inactive” can be returned to active status only by (1) complying in full with CPE requirements for the calendar year immediately preceding reactivation and (2) paying a reactivation fee of \$100.