



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
<ul style="list-style-type: none"> • Acceleration of deposits (lockboxes, ACH, internet, credit cards) • Bank relationship management • Budgeting • Cash flow forecasting • Cash flow management • Check processing/truncation • Collateralization • Electronic payments/receipts • Ending cash balance policy development • Fraud Prevention • Internal Controls • Recovering from financial distress • Request for Proposals (RFPs) • Treasury management 	<ul style="list-style-type: none"> • Benchmarking • Investment accounting • Investment policy • Investment professionals • Investment strategies • Market update • Portfolio management • Tools for making good investment decisions • Types of eligible securities • Understanding the yield curve • Understanding economic data 	<ul style="list-style-type: none"> • Arbitrage • Debt issuance • Debt management/administration • Economic development • Municipal finance • Post issuance compliance and disclosure • Tax increment financing

Ethics	Tax Collection
<ul style="list-style-type: none"> • Codes of ethics • Ethical obligations and procedures • Fraud and theft • Ohio Ethics Law • Updates on ethics 	<ul style="list-style-type: none"> • Collection of delinquent taxes • Millage and levies • Payment of taxes • Taxation updates • Tax foreclosure • Tax liens • Types of taxes
Reasonably Related Topics	
<p style="text-align: center;"><i>Accounting & Auditing</i></p> <ul style="list-style-type: none"> • Accounting and financial reporting (CAFR, GASB, UAN) • Capital asset management • Employer related tax filing requirements • Indirect cost and allocation (single and non-single audit purposes) • Pension system requirements • Single audit and related administrative and costs circulars • SSAE 16, service organizations • Understanding and using the Ohio Compliance Supplement 	<p style="text-align: center;"><i>Misc. Related Topics</i></p> <ul style="list-style-type: none"> • Financial security/cyber crime prevention • Fiscal caution/watch/emergency • Grants administration • Presenting financial data to governing boards and stakeholders • Government/fiscal transparency

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	State the rationale as to why the course meets these standards for continuing education – how the course enhances the 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.
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 for each course, even if the course has been previously offered. Please see forms on pages 4 and 5. Electronic versions of these forms can be obtained by contacting CPIM.

Starting in February 2016, an electronic process for submitting accreditation requests will be available. Following the release of this new process, form submission via mail, email, or fax will no longer be accepted. Please check our website for updates.

Approval Process

Approval is given for actual instructional time. Please include 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.

Certification of Hours

Starting in February 2016, an electronic process for submitting earned CPIM hours will be available. Following the release of this new process, paper Certification of Hours forms will no longer be accepted. Once the new process has been implemented, CPIM staff will provide instructions to the professional association on how attendees may certify their earned hours. Please check our website for updates.

For additional information or questions, please contact CPIM at:

**Office of the State Treasurer of Ohio
Center for Public Investment Management (CPIM)
(614) 728-4236 or cpim@tos.ohio.gov**

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CENTER FOR PUBLIC INVESTMENT MANAGEMENT



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

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 _____