



LEGAL OVERVIEW

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Alabama Municipal Official Training Act Q&A

On May 3, 2024, Gov. Kay Ivey signed the Alabama Municipal Official Training Act (“Training Act”) into law. The Alabama League of Municipalities (ALM) drafted the legislation, in partnership with sponsors Sen. Jabo Waggoner and Rep. Jim Hill, to support communities by requiring Alabama municipal officials to complete mandatory training. This training will better position local officials to understand core subjects necessary to maintain their operations, abide by state laws and help their communities prosper. The League has developed the following list of questions and answers to assist municipal leaders in learning more about the act, which takes effect January 1, 2025. While this is a brief overview, the League’s legal team is available to assist members with questions during regular business hours. Any updates will be distributed through the League’s usual communication methods.

WHAT IS THE TRAINING HOUR REQUIREMENT MANDATED BY THE TRAINING ACT?

The Training Act requires that all mayors and councilmembers complete 10 hours of training annually during their first term in office beginning January 1, 2025, regardless of whether the official has previously served as a mayor or councilmember. Each mayor and councilmember who has successfully completed and received their basic Certified Municipal Official (CMO) certification from the Alabama League of Municipalities is exempt from the 10-hour annual requirement. However, starting January 1, 2025, those that are CMO certified still must complete five hours of training annually. Additionally, all elected local officials who have completed the 40-hour training requirement in their first term, are required to complete five hours of training annually each year thereafter. In general, 40 hours of total training is required in a local official’s first term beginning January 1, 2025, and if re-elected, only 20 hours per term is required.

WHAT ARE THE REQUIREMENTS FOR A MUNICIPAL OFFICIAL TO COMPLETE AND RECEIVE THEIR BASIC CERTIFIED MUNICIPAL OFFICIAL (CMO) CERTIFICATION?

Forty credit hours are required for the basic Certified Municipal Official (CMO) certification. Twenty core curriculum credit hours and 20 basic credit hours are required. These trainings can be completed at in-person ALM events or through online training on the ALM website. Online training provides high quality power point and audio presentations with a required test submission with a score of 70% or above to earn one credit hour. Basic credit hours are earned by attending ALM events throughout the year. ALM events offer approximately 30 or more credit hours each year. Any official who has completed and received their basic CMO certification prior to January 1, 2025, will be exempt from the 40-hour training requirement in their first term; however, they are still mandated by the Training Act to obtain 20-hours of training per term. For more information regarding basic CMO certification scan the QR code or visit <https://almonline.org/Assets/Files/BasicCertification.pdf>.

