

TREASURERS' ASSOCIATION OF VIRGINIA

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# Certification Program Handbook for Treasurers

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**TREASURERS' ASSOCIATION OF VIRGINIA**  
**MASTER GOVERNMENTAL TREASURER CERTIFICATION PROGRAM**  
**HANDBOOK FOR TREASURERS**

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## **I. Purpose of the Program**

This Certification Program is designed to advance the professionalism of the local governmental Treasurer and his/her staff in the Commonwealth of Virginia. Local government finance, like many other professions, requires special study, knowledge, and skills. The constituency served by the Treasurer and his/her staff deserves a high level of professional competence. This Certification Program sets forth the regulations and standards that recognize professional attainment.

The Certification Program will:

- Assure the public of the basic knowledge and competency of the local Treasurer
- Assure the local Treasurer of reasonable professional recognition
- Assure professional advancement and acknowledgement of the competency of the local Treasurer by his colleagues in the field of municipal finance.

## **II. Designation of Professional Title**

A Treasurer completing this Certification Program shall be designated as a Master Governmental Treasurer (MGT).

## **III. Administration of the Program**

The Certification Program shall be administered by the University of Virginia's Weldon Cooper Center for Public Service and the University's School of Continuing and Professional Studies (the Center) under the auspices of the Treasurers' Association of Virginia (TAV).

TAV, in conjunction with the Center, shall prescribe the standards a Treasurer in Virginia must meet in order to be recognized as a Master Governmental Treasurer.

All records of the Certification Program shall be kept at the Weldon Cooper Center for Public Service at the University of Virginia. All correspondence dealing with the Certification Program should be directed to the designated Center staff member.

The Center shall also be the official record keeper, responsible for maintaining accurate, updated transcripts for use by the TAV membership. The records will remain the property of TAV.

The Certification Review Committee is a standing minor committee consisting of three (3) members appointed by the TAV President. This Committee is responsible for reviewing and approving all applications for certification and re-certification, and for hearing appeals of decisions on certification and re-certification.

#### **IV. Glossary**

As used in this set of regulations and standards, unless the context clearly shows otherwise, these terms or phrases have the following meanings:

<b>Application Form</b>	A form to be completed and sent to the Center once the participant has met the requirements to be certified or re-certified (form is available on the TAV website)
<b>Certification Year</b>	Period from November 16 to November 15 of the following year
<b>Deputy</b>	Chief Deputy and any other employee designated as a Deputy by their Treasurer; must have been duly sworn by the Clerk of the Circuit Court of the locality
<b>Elective Courses</b>	Include, but are not limited to, TAV elective courses shown in Section VI, other new TAV courses as developed, as well as approved VGFOA and Commissioner of the Revenue courses
<b>Enrollment Form</b>	A form to be completed and sent to the Center in order to begin participating in the Certification Program; \$75 enrollment fee must accompany the enrollment form (form is available on the TAV website)
<b>Mandatory Courses</b>	Courses required to be taken and examination passed for initial certification
<b>Member in Good Standing</b>	A member is considered to be “in good standing” if TAV membership dues are kept current annually, the Ethics form is signed and submitted to the TAV Treasurer annually, and there

have been no material findings from any complaints reviewed by the Ethics Committee

**Officer Class**

Allows currently serving TAV Officers to receive points for their time serving TAV in fulfilling the duties of their office; points are awarded during the service year only

**Point**

Unit of continuing education credit that is earned for attendance and/or participation in an approved event. The amount of points earned for continuing education events is generally 1 point per hour. For courses, the number of points earned has been pre-assigned (see Section VI).

**Treasurer**

City, county, or town Treasurer, or director of finance in those localities where the director is charged with the same duties as a Treasurer and where the director of finance believes in the principles set forth in the TAV Constitution, Article II: Objects and Definitions

**V. General Rules & Minimum Criteria for Certification**

In order to qualify for certification, a Treasurer must:

- Be a TAV member in good standing for at least two (2) years prior to the time of application for certification
- Have enrolled in the program by submitting a completed enrollment form to the Center and paying the \$75.00 enrollment fee
- Following completion of the educational requirements in Section VI, submit a completed certification application form to the Center and pay the remaining certification fee

**VI. Requirements for Initial Certification**

In addition to meeting the general rules and minimum criteria for certification in Section V, Treasurers must meet the following educational requirements:

- Earn 70 points from Part A, Mandatory Courses, and Part B, Continuing Education. For initial certification, four (4) points are awarded per mandatory course. Full points will be awarded for each Elective Course taken.
- Complete all eight (8) mandatory courses (includes taking and passing the exam)

November 15 is the cut-off date to meet the initial certification requirements in any given year. There is no time limit to achieve initial certification. Participants may take as long as necessary to complete the initial certification requirements.

Each year, the Center generates a list of those Treasurers who meet the certification requirements. The Certification Review Committee is responsible for reviewing and approving each application for initial certification. Treasurers approved by the Certification Review Committee are considered certified as of November 15 of that year. After approval by the Committee, the list of certified Treasurers is released to the membership. Appeals concerning decisions of the Certification Review Committee must be made to the Committee within fifteen (15) business days of publication of the list of certified Treasurers.

### **Part A – Mandatory Courses**

- Internal Controls
- Bankruptcy
- Banking & Cash Management
- Delinquent Collections
- Investment Management
- Intermediate Governmental Accounting
- Lawful Employment
- Roles & Responsibilities of the Treasurer

In addition to course credit, Treasurers will earn 4 points for each mandatory course completed. Thus, once all 8 classes have been taken and passed, the Treasurer will have 32 points towards the 70 points necessary for initial certification. Exams are required when taking a course for initial certification and for all online courses.

**Exam Retakes:**

If a Treasurer fails an exam, he/she may retake the exam once at no additional charge. If the Treasurer fails the second attempt, he/she must retake the course. The fee to retake the course will be set to cover the cost of meals and updated course materials only.

**Part B - Continuing Education**

Treasurers will earn the remaining points needed to reach a minimum of 70 points by attending TAV conferences and meetings, TAV elective courses, affiliated associations' classes (COR, VGFOA, etc.), and events, and other approved training. **50% of all continuing education points earned for certification and re-certification must be from TAV-sponsored events as determined by the Education Oversight Committee.**

TAV-sponsored events include, but are not limited to:

- TAV Annual Conference
- TAV Summer Conference
- Spring & Fall District Meetings
- Accounting Certificate Program Level I, II, and III
- New Officer Training & other training offered by the State Compensation Board

The following points will apply for Elective Courses and any courses taken for re-certification. Please note - points earned in approved classes, whether offered by TAV, VGFOA, and the Commissioners of the Revenue Association, will be considered TAV points.

Course Name	Live Class		Online Class	
	Points Earned	Points Earned if Exam Taken & Passed	Points Earned	Points Earned if Exam Passed (must be taken)
Advanced Cash Management	12	14	N/A	N/A
Advanced Governmental Accounting	12	14	N/A	N/A

Bankruptcy	10	12	N/A	N/A
Banking & Cash Management	12	14	8	10
Budgeting	10	12	N/A	N/A
Ethics	8	10	6	8
Community Planning	8	10	N/A	N/A
Customer Service	8	10	N/A	N/A
Delinquent Collections	12	14	N/A	N/A
Effective Media Relations	8	10	N/A	N/A
General Technology	8	10	N/A	N/A
Intermediate Governmental Accounting	8	10	5	7
Internal Controls	8	10	6	8
Introductory Governmental Accounting	8	10	6	8
Investment Management	12	14	N/A	N/A
Issuing Debt & Debt Management	12	14	N/A	N/A
Lawful Employment	8	10	6	8
Leadership	8	10	N/A	N/A
Roles & Responsibilities of the COR	10	12	N/A	N/A
Roles & Responsibilities of the Treasurer	10	12	N/A	N/A
Spanish for Government Officials	10	12	N/A	N/A
Virginia Government & Law	8	10	N/A	N/A
TAV Officer Class – President, President Elect, 1 <sup>st</sup> VP, 2 <sup>nd</sup> VP, Treasurer, Secretary	6	N/A	N/A	N/A

**Accounting Certificate Program:**

The Accounting Certificate Program consists of three (3) modules: Level I, Level II, and Level III. After successful completion of all three modules, the Treasurer will be awarded a certificate of completion. Participants will also earn 10 points for completion of each module and its exam (the exam must be taken and passed in order to continue to the next module).

Treasurers wishing to bypass Level I can take a challenge exam. If the exam is passed, the participant will earn two (2) points and be eligible to take Level II.

The Accounting Certificate Program modules do not take the place of any of the Accounting courses currently offered by or for TAV.

**Teachers Who Are TAV Members:**

Teachers who are TAV members will be awarded points for teaching the class once during their re-certification cycle. The number of points awarded will be the same as for a participant in the class and will include the additional two (2) points given for passing the exam.

**Repeating Courses for Credit:**

Classes can be retaken for credit as long as 4 years has lapsed.

**Requesting Points for Non-TAV Programs:**

Any requests for points for programs/classes not offered by TAV will need to be submitted to the Education Oversight Committee for review and approval. Points will be granted based on the following criteria:

- Submission of transcript or other proof of attendance
- Submission of detailed agenda
- Applicability to the Treasurer's Office

The following have been pre-approved by the Education Oversight Committee for non-TAV points:

- DMV, IRMS, and Passport training - maximum of 4 points per year for each
- Software training – 1 point per hour of training, no maximum

## **Part C - Initial Certification – Upgrade from Deputy to Treasurer**

Upon appointment or election as a Treasurer, a Deputy Treasurer currently certified as MGDT may upgrade to MGT by:

- Taking all missing required mandatory courses (must pass the exam in each)
- Earning additional points as necessary to meet the minimum criteria of 70 points for initial certification

## **VII. Re-Certification**

Re-certification takes place over a **4-year period** with an annual points requirement. Annual requirements must be met by November 15 of each year. **In order to remain certified, the Treasurer must remain a TAV member in good standing.**

### **Part A - Requirements**

Treasurers seeking re-certification are required to achieve a cumulative point total of eighty (80) or above over the 4-year period. At least 40 points (50%) must come from TAV sponsored programs and events.

Treasurers are also required to meet cumulative minimum point requirements each year while working toward re-certification. The point levels are established on a tiered basis. Points earned over the minimum tier for each year will carry over to help the Treasurer meet the following year's requirements:

Year 1	12 points
Year 2	24 points (cumulative between years 1 & 2)
Year 3	40 points (cumulative between years 1, 2, & 3)
Year 4	80 points (cumulative for all 4 years)

Treasurers are allowed to roll over accumulated points in excess of the 4 year re-certification requirement from one re-certification period to the next up to 20 points (25% of the 4-year requirement). For example, if a Treasurer has earned 90 points at the end of the 4 year re-certification period, ten (10) points will be carried over to the next re-certification period. Points rolled over from a prior re-certification cycle will not be eligible for rollover a second time. No points are allowed to be rolled over from initial certification.

Each year, the Center generates a list of those Treasurers who meet the annual and 4 year re-certification requirements. The Certification Review Committee is responsible

for reviewing and approving each application for re-certification. Treasurers who are approved by the Certification Review Committee are considered certified as of November 15 of that year. After approval by the Committee, the list of certified Treasurers will be released to the membership. Appeals concerning decisions of the Certification Review Committee must be made to the Committee within fifteen (15) business days of publication of the list of certified Treasurers.

### **Part B - Failure to meet the annual requirements**

If a Treasurer does not earn the required minimum number of points for a given year, he/she will be “suspended” from certified status and may lose Career Development funding as a result (refer to Career Development guidelines). In order to be reinstated, the Treasurer will need to reach the next tier of points by November 15 of the next year. For example, if a Treasurer has not earned twelve (12) points by November 15 of Year 1, he/she would be suspended from certified status. In order to be reinstated, the Treasurer would need to have earned twenty four (24) points by November 15 of Year 2.

### **Part C - Failure to meet the requirements at the end of the 4-year period – “rolling window” reinstatement procedure**

If the Treasurer fails to meet the points requirement at the end of the 4-year period, he/she will be suspended from certified status and may lose Career Development funding as a result (refer to Career Development guidelines). The Treasurer will then be subject to a “rolling window” reinstatement procedure. The 4-year re-certification window will automatically become the last 4 years. As of November 15 of the next year, the participant’s points for the current year and the 3 years prior will be reviewed. If the participant meets the re-certification requirements at that time, he/she will be considered re-certified and will begin the process of re-certifying again from the beginning. If the participant does not meet the re-certification requirements, the rolling window would then be shifted to the next year, and again, points for the then current year and the previous 3 years will be reviewed.

**Please note:** Once Career Development funding has been lost as a result of certification suspension, it will not be automatically reinstated. The Treasurer will be placed back in the queue to receive funding as it comes available.

## **VIII. Presentation of Professional Designation Certificates**

Once the Treasurer has met all of the requirements, a certificate shall be presented from TAV and the Center. These certificates will be presented at the Spring District Meeting immediately following achievement of certification.

## **IX. Application Deadline & Fees**

Applications for certification must be received at the Center by November 15 to ensure adequate time for review by the Certification Review Committee.

### **Initial Certification**

Original amount due	\$250.00
Less: Deposit paid at enrollment	- 75.00
Net amount due	\$175.00

### **Re-Certification**

Amount due	\$125.00
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