

# Illinois Municipal Treasurers Association

## Certified Illinois Municipal Treasurer (CIMT)

The Certified Illinois Municipal Treasurer (CIMT) professional certification program of the Illinois Municipal Treasurer's Association was established in 1983. It is designed to advance the professionalism and professional standing of the municipal treasurer.

The Certification Program provides the Illinois Municipal Treasurers a means of keeping abreast of changes affecting their important and increasingly difficult role in municipal government. Certification reflects that the treasurer is capable of developing and maintaining a high level of administrative and functional expertise.

The Certification Program establishes standards that recognize the professional achievements of the treasurer and provides a system through which the required standards can be met. Upon completion of these standards, the applicant is recognized as a Certified Illinois Municipal Treasurer (CIMT).

### Eligibility

Each applicant for CIMT certification must meet the following General Standards:

1. The candidate must be currently serving as an elected or an appointed municipal treasurer, deputy or assistant treasurer, or other municipal officer charged with the performance or supervision of treasury responsibilities as defined in IMTA Constitution.
2. The candidate must be a member in good standing (with all dues paid) of the Illinois Municipal Treasurer's Association for (a) at least two years prior to applying for certification, (b) at the time of application, and (c) at the time of approval.
3. Believe in and practice the Code of Ethics of the Association of Public Treasurers of the United States and Canada (as adopted).
4. Accumulate a minimum of 50 Education points and 35 Experience and Participation points as specified in the schedule of points.
5. Attend one (1) full phase of the Illinois Municipal Treasurer's Institute within the last five years of submitting application.
6. Submit the approved application form, along with all required documentation and fee, to the Chairs of the IMTA Certification Committee.

### Application Fee and Deadline

The appropriate \$55.00 fee shall accompany the CIMT application. The fee is not refundable. If the application is not approved, the fee will be applicable only to reapplication. Fee includes application processing, certification plaque & pin for first time applicants.

Although applications may be requested from the Chairs of the Certification Committee at any time during the year, in order for the applicant to receive their certification at the next IMTA Annual Conference, all required application forms, documentation and fees must be **received** by the Chairs of the IMTA Certification Committee no later than **February 28, 2025**.

## **ADMINISTRATION OF PROGRAM**

The Professional Certification Program is administered by the IMTA Certification Committee. The committee considers each application for the CIMT award, and recommends the approved applicant to the IMTA Board of Directors for final approval.

Certifications expire *within* five years unless an Application to Maintain Certification is submitted by the recipient and is approved by the Certification Committee and the IMTA Board of Directors. For example, if you receive your original Certification in June of 2015, you must apply for re-certification by January 31, 2020 (which means that the last institute you could attend to receive points toward your re-certification would be the Fall of 2019).

The applicant may request a one year extension from the Certification Committee. The Certification Committee will consider applicant request for extensions on a case-by-case basis. If the committee does not approve the extension, the applicant must start the process over and re-apply as a new applicant. Attendance at all events must have occurred within the five years prior to the application.

## **APPEALS**

A candidate whose application is not approved by the Certification Committee shall be notified in writing by the Chairs. The candidate may appeal the committee's decision within thirty days after receiving notice of non-approval. The appeal must be made in writing to the Chairs at the appropriate address. The Chairs shall submit the appeal to the Board of Directors for final decision.

## **PRESENTATION OF CERTIFICATION**

The CIMT plaque and pin will be presented to the approved applicant at the next IMTA Annual Conference. If requested by the recipient, notification by the IMTA Public Relation's Chair will be provided to the recipient's municipality and local media.

The applicant is encouraged to attend the conference and receive their plaque and pin in person.

## **DESIGNATION OF PROFESSIONAL TITLE**

The professional title awarded by this program is Certified Illinois Municipal Treasurer. The initials CIMT can be used after the name of the certified individual. CIMT should have no periods between the letters.

# OVERVIEW OF EDUCATION POINTS

## SECTION I – EDUCATION STANDARDS

**50 points toward certification must be earned from the following Education Standards**

Type	Points
Satisfactory completion of all three phases (I, II, & III) of the Illinois Municipal Treasurers Institute	<b>50</b>
University degree in finance or related field (Accounting, finance, public administration, or other related fields)	<b>50</b>
University degree in an unrelated field	<b>30</b>
Associate degree in finance or related field (Accounting, finance, public administration, or other related field)	<b>30</b>
Associate degree in an unrelated field	<b>20</b>
Completion of any phase (I, II, or III) of the Illinois Municipal Treasurers Institute in conjunction with, and in addition to an Associate Degree (in any field)	<b>15</b>
Relevant university or college credited courses and/or correspondence courses approved by the IMTA Certification Committee; ½ point per credit hour. Note: courses must be related to accounting, finance, public administration or a related field. Courses must be completed with a “C” grade or better and must have been taken within five years prior to application.	<b>25</b>

*Note: Even if an applicant has satisfied the Educational requirements through other areas (university degree, etc.) they are required to attend one (1) phase of the Annual Institute prior to application.*

## SECTION II – EXPERIENCE & PARTICIPATION STANDARDS

**A minimum of 35 points toward certification must be earned from the following Experience and Professional Membership standards.**

IMTA Experience and Participation	Points	Maximum
Service to an Illinois Municipality as a Treasurer, or in a similar responsible position	3 per year	15
Attendance at an IMTA Annual Conference	5 per year	20
Attendance at a sponsored IMTA Regional Meeting	2 per mtg.	10
Organizing an IMTA Regional Meeting	2 per mtg.	10
Presenter at an IMTA Regional Meeting	2 per mtg.	10
Attendance at an IMTA Fall Meeting during the IML Conference	2 per year	10
Attendance at an IMTA Roundtable Meeting	1 per mtg.	2 per year
Organize an IMTA Roundtable Meeting	2 per mtg.	4 per year/ 8 per cert
Service to the IMTA in an elected board position	5 per year	20
Presenter at an IMTA or APT US&C training session (copy of agenda required)	2 per session	2 per year/ 10 per cert
Serve on an IMTA Committee (service includes membership or chair)	3 per year	12
Serve as an IMTA booth representative at the Fall Meeting during the IML Conference	1 per year	8

**SECTION II – EXPERIENCE & PARTICIPATION STANDARDS CONTINUED**

<b>APT US&amp;C Experience and Participation</b>	<b>Points</b>	<b>Maximum</b>
Attendance at an APT US&C Annual Conference	3 per year	12
Service to the APT US&C in an elected board position	2 per year	10
Service to the APT US&C on a committee (services included as a member or chair)	2 per year	10
<b>Related Association Experience and Participation</b>	<b>Points</b>	<b>Maximum</b>
Organizing a Southeast Central Illinois Clerks-Treasurers Association Meeting	2 per mtg.	10
Attendance at Illinois Department of Revenue Workshop (half day = 1 point)	2 per mtg.	8
Attendance at a Southeast Central Illinois Clerks-Treasurers Association Meeting	2 per mtg.	10
Attendance at a Newly-Elected Officials Conference (in association with IML)	2 per mtg.	2
Current certification in a national professional achievement program related to treasury management, finance or public administration such as CCM (Certified Cash Manager) or CPA (Certified Public Accountant); proof of certification/license must be submitted	5	5
<b>Memberships</b>	<b>Points</b>	<b>Maximum</b>
Membership in IMTA	1 per year	5
Membership in APT US&C	1 per year	10
<i>Note: a letter from each association verifying membership must accompany application</i>		

**NOTE: All Section II Experience & Professional Membership Requirements must have occurred in the five years prior to the date of application. Joint Conferences (IML/IMTA, APT/IMTA, IDOR/IMTA) points are awarded for one event only.**

# ILLINOIS MUNICIPAL TREASURER'S ASSOCIATION

## PROFESSIONAL CERTIFICATION PROGRAM Application for Certification

Applicant \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Municipality \_\_\_\_\_  
Address \_\_\_\_\_

### APPLICATION CHECKLIST

- All relevant portions of the application have been completed.
- Supporting proof and documents have been attached.
- Application has been signed and dated.
- Fee of \$55.00 made payable to Illinois Municipal Treasurer's Association. IMTA will send you an invoice for the application fee once your application is received.
- Email application to: info@imtausa.com.

*Note: Application must be received by the Certification Chair by February 28, 2025 in order to have certification presented at the 2025 IMTA Annual Conference.*

### **EDUCATION** (Maximum points: 50)

Name of University \_\_\_\_\_  
Degree \_\_\_\_\_ Date Earned \_\_\_\_\_  
*Enclose copy of Degree or letter from College or University* **Points** \_\_\_\_\_

Relevant university or college credited courses and/or correspondence courses (Maximum points: 25)  
*Not available to applicants who claimed points above with University Degree in any field; submit proof)*

<u>Name of Institution</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Points</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Attendance at IMTA Institute Classes (2019-2024) (Must include proof)**

<u>Phase/Session</u>	<u>Year/Dates</u>	<u>Points</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**GRAND TOTAL OF EDUCATION POINTS** (maximum 50 points) \_\_\_\_\_

**EXPERIENCE & PARTICIPATION**

**Service as a Municipal Treasurer, Deputy Treasurer, Finance Administrator, or in a similarly responsible position** (must enclose a certified letter from the Clerk of any/all municipalities)

<u>Municipality</u>	<u>Position</u>	<u>Dates</u>	<u>Points</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Association Service:**

<u>Association (IMTA, APT US&amp;C, etc.)</u>	<u>Committee</u>	<u>Dates</u>	<u>Points</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Conferences, Meetings and Seminars** *(must include proof):*

<u>Association (IMTA, APT US&amp;C, Other)</u>	<u>Event</u>	<u>Dates</u>	<u>Points</u>	<u>Total</u>

**MEMBERSHIP**

**One year membership in IMTA is June 1 to May 30; One year membership in APT US&C is October 1 to September 30** *(must enclose proof)*

<u>Association (IMTA or APT US&amp;C)</u>	<u>Dates</u>	<u>Points</u>	<u>Total</u>

**GRAND TOTAL OF EXPERIENCE & PARTICIPATION POINTS** \_\_\_\_\_

<b>APPLICANT USE: CERTIFICATION POINTS</b>	
	<b>Points</b>
Education Points (maximum 50))	
Experience & Participation Points	
<b>TOTAL POINTS (minimum 85 points)</b>	

I hereby certify that I have been an active member of the Illinois Municipal Treasurers Association for the period indicated, believe in and practice the APT US & C Code of Ethics (as adopted), and serve in a qualified position with an Illinois municipality or district. The information provided in this application is true and correct to the best of my knowledge and belief, and I grant the IMTA permission to verify the accuracy of the statements and enclosures.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**APPLICATION DEADLINE – FEBRUARY 28, 2025**

CIMT designations formally announced at the IMTA Annual Conference in July 2025

<b>COMMITTEE USE ONLY</b>		
	<b>Initials</b>	<b>Date</b>
Certification Committee (Approved)(Denied)		
Plaque Ordered		
Letter of Confirmation Sent		