



THE
ASSOCIATION OF TOWNS
OF THE
STATE OF NEW YORK

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Certified Town Official Program Description and Requirements

The Association of Towns provides a certification program for town officials. The Certified Town Official (CTO) program assures that recipients will have a comprehensive education that encompasses the primary offices at the town level. To participate in the program, simply attend the courses that are indicated as eligible for CTO credit, fill out the Affidavit of Completion form that is included in your registration packet, and return the form to the Association at the training event or mail, fax or email it to our main office.

INITIAL CERTIFICATION

- All member-town elected and appointed officials and employees are eligible to become CTO recipients.
- There is no charge for participation in the CTO program.
- A total of 30 credits are needed for initial certification. Officials must complete a curriculum of thirty (30) courses comprised of three (3) eligible training courses in each of ten (10) subject areas to attain certification. There is no time limit for initial certification.
- The ten (10) subject areas are: Assessor/RPT Issues; Attorney/Legal Issues; Board Member; Clerk; Code Enforcement; Justice/Courts; Planning and Zoning; Superintendent of Highways; Supervisor; and Tax Collector/Receiver of Taxes.
- One course is worth one credit, regardless of the length of the course.
- Printed and online agendas will identify the eligible training courses and their respective subject areas.
- Credit cannot be obtained for any course if credit was obtained for the same course within the prior two (2) years.
- In order to receive credit for attending an eligible training course, participants must fill out a CTO Affidavit of Completion provided by the Association and return it to the Association within the time specified on the affidavit. **Receipt by the Association of a properly completed affidavit by an eligible participant will constitute enrollment in the CTO Program.**
- An official graduation ceremony will be held at the Association's Annual Meeting and Training School to recognize CTO recipients who have completed the program during the preceding year. Graduates will receive a certificate and lapel pin.

CTO CONTINUING EDUCATION PROGRAM

- Each CTO graduate will be required to earn ten (10) credits of approved training within three (3) calendar years in order to maintain an active CTO status. A single credit must be earned in each of the ten (10) subject areas listed above. As with initial certification, credit cannot be obtained for any course if credit was obtained for the same course within the prior two (2) years.
- CTO graduates who do not earn at least ten (10) credits of approved training within three (3) calendar years will have their CTO status designated as “inactive” until such time as reinstatement requirements are satisfied.
- To reinstate CTO active status, an eligible participant must complete eight (8) credits of approved training in a calendar year. Notification of inactive status will be sent primarily by e-mail and, if necessary, by paper mail to participants. The notification will list the requirements for reinstatement. Upon completion of reinstatement requirements, participants will be notified of active status. Reinstatement initiates the continuing education requirements as set forth above.

OFFICIALS NO LONGER IN OFFICE

- Officials and employees who enrolled in the CTO Program may continue the program after leaving office, subject to verification, approval and terms set forth by Association staff on a case-by-case basis.

An accounting of the credits earned to date and the categories in which they were earned can be obtained by calling or e-mailing the Association at (518) 465-7933 or info@nytowns.org.