

REQUIREMENTS TO MAINTAIN THE CGFM CERTIFICATION

To retain the CGFM certification, all CGFMs must adhere to the AGA's Code of Ethics. In addition, to continue using the CGFM designation after their name, CGFMs must be in an active status. Requirements for maintaining the CGFM certification in an active status are as follows:

- pay the CGFM renewal fee by the due date every year;
- complete at least 80 hours of continuing professional education every two years in government financial management or related technical subjects (within the designated two-year CPE cycle); and
- maintain and, if requested by AGA, provide detailed information on CPE hours completed.

The 80 CPE hours must be completed within the CGFM's two-year CPE cycle. The first CPE cycle starts on Jan. 1 of the year following the one when the CGFM designation was earned. For example, if the CGFM was awarded any time in 2008, the first CPE cycle starts on Jan. 1, 2009 and ends on Dec. 31, 2010. See Calendar of CPE cycles for a schedule of CPE cycles.

The CPE requirements apply to all active CGFMs, whether employed or not, and whether employed full- or part-time by a government or other organization. Active CGFMs must complete a minimum of 80 CPE hours every two years to maintain their CGFM certification. While there is no minimum number of hours required to be earned each year, CGFMs are encouraged to earn CPE hours throughout their two-year cycle.

CGFMs do not need to submit supporting documentation of the CPE hours at the time of renewal. The payment itself serves as the CGFM's affirmation of his or her compliance with the CPE requirements. CGFMs are required to maintain supporting documentation on CPE hours earned for a minimum of three years and provide it to AGA upon request. The CPE documentation requirements are described in section 16 of this publication. This documentation may be requested by AGA as part of the annual audit of a random sample of CGFMs.

If a CGFM fails to meet the requirements to maintain the CGFM in an active status, the CGFM becomes inactive. See Maintaining CGFM Certification for additional information on annual CGFM renewal and inactive status.

CPE PROGRAMS AND ACTIVITIES THAT QUALIFY

The following programs and activities qualify for CPE hours, provided they are in acceptable topics and subjects:

- A. Group programs such as:
 - 1. Internal training programs (courses, seminars and workshops). Note: Programs conducted by the employer of the individual must provide for an instructor or course leader. There should be formal instructional and training material. On-the-job training does not qualify.
 - 2. The portion of a financial management organization staff meeting in which a structured educational program with learning objectives is used to provide staff with knowledge regarding topics and subjects such as those included in section 12. Informal discussions of current events in the financial management profession do not qualify for CPE hours.
 - 3. Accredited university and college courses (credit and noncredit).
 - 4. Education and development programs presented at conferences, conventions, meetings, seminars and workshops of professional organizations.
 - 5. Web-based seminars and structured programs of study.
 - 6. Audio conferences.

- B. Individual study programs such as:
 - 1. Web-based courses.
 - 2. Correspondence courses, individual-study guides and workbooks.
 - 3. Courses given through Internet webcasts, televised presentations, DVD, CD-ROM, audio cassette tapes, videotapes and computer programs.

- C. Other professional activities, subject to the limitations discussed in section 15, are:
 - 1. Serving as a speaker, instructor or discussion leader at group programs that qualify for CPE hours.
 - 2. Developing courses or the course materials for programs that qualify for CPE hours.
 - 3. Publishing articles and books on topics and subjects that qualify for CPE hours and that contribute directly to the author's professional proficiency. For example, writing an article published in The Journal of Government Financial Management.
 - 4. Participating in the question-writing workshop for the CGFM Examinations.

CPE TOPICS AND SUBJECTS THAT QUALIFY

The CGFM is initially responsible for determining whether a topic or subject qualifies as acceptable CPE. CPE programs include a wide variety of topics and subjects that may contribute to maintaining or enhancing the professional proficiency of some CGFMs, but not others. Determining what topics and subjects are appropriate for individual CGFMs to satisfy the CPE requirement is a matter of professional judgment. Among the considerations in exercising that judgment are CGFM's experience, the government financial management area(s) in which they work and the responsibilities they assume in performing government financial management functions.

To help one determine whether the course would qualify for CPE, the CGFM should answer "yes" to all of the following questions:

- Is the information covered in this course applicable to government financial management?
- Does this course contribute to my professional proficiency as a CGFM?
- Does this course provide information that directly benefits me in my job as a government financial manager or enhance my overall knowledge of government financial management?

CPE that would satisfy the CGFM Program's requirement must be in government financial management topics or related technical subjects applicable to government financial management. Examples of such topics and subjects include, but are not limited to, the following:

- accounting principles and standards
- accounting research
- accounting systems
- acquisitions management
- actuarial techniques and analysis
- analytical procedures
- assessment of internal controls
- assessment and evaluation methodologies
- asset management
- audit methodologies
- audit of contract compliance/costs
- audit/evaluation of program results
- audit risk and materiality
- audit/evaluation standards
- audit documentation preparation and review techniques and tools
- auditing research
- budgeting
- business law
- cash management
- compliance with laws and regulations
- compilation and review of financial statements
- computer science
- computer security
- contracting and procurement
- cost accounting
- credit management
- current industry risks
- data management and analysis
- debt collection
- economics
- enterprise risk management
- ethics and independence
- evaluation design
- financial auditing
- financial management
- financial management systems
- financial planning or analysis

- financially related fraud
- financial reporting
- financial statement analysis
- forecasts and projections
- forensic accounting
- forensic auditing
- government structure, organization and authority
- human capital management
- industrial engineering
- information resources management
- information systems management
- information security
- information technology
- internal control and internal control assessment
- interviewing techniques
- inventory management
- investigations
- investment of public funds
- operations research
- oral and written communications
- organizational change management
- pension and other employee benefits accounting
- performance measurement and reporting
- performance improvement
- principles of leadership, management and supervision
- process reengineering
- procurement management
- productivity improvement
- program evaluation
- project management
- property management
- public accountability
- public administration
- public finance
- public policy and structure
- report writing
- research methods
- sampling methods
- social and political sciences
- statistics
- statistical analysis and techniques
- strategic planning
- taxation (see note below)

Some courses, such as the ones that cover individual or business taxation, may not qualify for the CGFM CPE. If the CGFMs are taking these courses to satisfy the CGFM requirement, they will need to make a connection to their job and proficiency as a government financial manager and be prepared to provide a written explanation of the applicability of such courses.

For additional information on CGFM CPE requirements, please visit: [http://www.agacgfm.org/CGFM-Certification/Maintaining-Certification/Continuing-Professional-Education-\(CPE\)-Requiremen.aspx](http://www.agacgfm.org/CGFM-Certification/Maintaining-Certification/Continuing-Professional-Education-(CPE)-Requiremen.aspx)