



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 and fill out the sign-up sheet.

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 certification. Officials must complete a 30-course curriculum comprised of three eligible training courses in each of 10 subject areas to attain certification. There is no time limit for certification.
- The 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 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, if any. **Receipt by the Association of a properly completed affidavit or official sign-up sheet by an eligible participant will constitute enrollment in the CTO Program.**
- Graduates will receive a certificate and lapel pin.

OFFICIALS NO LONGER IN OFFICE

- Officials and employees enrolled in the CTO Program may continue the program after leaving office, subject to verification, approval and terms set forth by the Association 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 the Association at (518) 465-7933 or e-mailing bhernandez@nytowns.org