



Affidavit of Completion of Courses for the Certified Town Official Program

ACTIVITY

Sponsor: New York State Tug Hill Commission
Training Activity: 2025 Local Government Conference
Date and Location: April 1, 2025, Turning Stone Resort Casino

- Architectural Features that Influence Property Values (3 credits)
Providing Fire Protection in Your Community
Planning Board Overview
Proper Use of Alternate Members of Planning Boards and ZBAs
Basics of Electronic Records Management
Code Enforcement: What Every Local Official Should Know
Land Use and SEQR Case Law Update
Powering the Fleet – Alternatives to Gas and Diesel
Hot Topics for Clerks
Fiscal Responsibilities of Governing Boards
Navigating the Haze: Regulating Cannabis in Your Town
General Municipal Law 239 and County Referrals
Speed Limit Reduction
Equalization Rates
Regulating Short-Term Rentals
Abandoned Cemeteries and Municipal Responsibilities
Write This Down
Credit Area
Assessor/RPT Issues
Town Board
Planning & Zoning
Planning & Zoning
Town Clerk
Code Enforcement
Planning & Zoning
Highways
Town Clerk
Town Board
Town Board
Planning & Zoning
Highways
Assessor/RPT Issues
Planning & Zoning
Town Board
Supervisor

I, _____, from the Town of _____,

[Please Print] in the County of _____,

solemnly and sincerely declare and affirm that this is my name and handwriting, that I have completed the training indicated above and that the contents of this, my affidavit, are true and correct in every particular.

Date: _____

(Signature of Municipal Official Seeking Certification)

Please email, fax or mail to the Association of Towns at canderson@nytowns.org, (fax) 518-465-0724, or Association of Towns, 150 State Street, Albany, NY 12207



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.