



# Application for Admission

Oregon Government Finance Officers Association  
**Professional Finance Officer  
Certification Program**

**OGFOA Administrative Services  
6745 SW Hampton Street, Suite 101  
Portland, OR 97223**

**Phone: 503-601-2777  
Fax: 503-597-3668  
[www.ogfoa.org](http://www.ogfoa.org)**

**Oregon Government Finance Officers Association**  
**Professional Finance Officer**  
**Certification Program**  
**Application for Admission**  
**Instructions**

- Please read all of the information provided on the OGFOA Certification Program Overview before filling out this application form.
- Please type or print **legibly**.
- Applications must be submitted on the forms provided. If extra space is needed, use additional sheets.
- Be sure to sign and date the first page of the application and to have your sponsor do the same. Your sponsor must be a supervisor or an elected official within your governing body that will provide for local support and recognition.
- Be sure to indicate the year that you wish to begin the four year period in which you will accumulate points towards Certification. If you have additional points in the same year that you applied for admission into the program that you did not use for admission, you may wish to indicate that year. If you did not have additional points other than those you used for admission, you will want to start your four year period the following year. Whatever year you choose, the starting date will be January 1<sup>st</sup> of that year. Please note that no points used for admission into the program can be used towards Certification.
- While attendance at an OGFOA Fall or Spring Conference and membership on an OGFOA Committee is required for application into the Program, the actual Professional Participation points generated by those activities are not used in the application process, so those points may be applied to the first year in the program as long as they were generated in that year.
- Print your first initial and last name on the line provided in the upper right corner of each page of the application and on each page of your supporting documentation.
- Print the category (experience, education, OGFOA event attended, or OGFOA committee membership) on each page of your supporting documentation.
- Do not use abbreviations for organizations, with the exception of OGFOA, GFOA, AOC, or LOC).
- Include only pertinent supporting material. All supplemental materials should be placed after the application forms.
- It is not necessary to submit brochures or documentation of attendance at programs. However, please have these documents on file in the event confirmation is required.
- Please do not insert forms or attached material in binders or page protectors.
- Include the \$50.00 application fee when submitting the application.
- Keep a copy of the application and supplemental materials, along with other supporting documentation for your files.
- Submit core courses waiver, if requested.

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**Applicant Information**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email Address \_\_\_\_\_

I hereby apply for admission to the OGFOA Professional Finance Officer Certification Program.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Requested starting date for four year Certification period – January 1, \_\_\_\_\_.**

Waiver for core courses requirement submitted

**Sponsor Information**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email Address \_\_\_\_\_

I certify that, to the best of my knowledge, all statements on this application are correct.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

**The \$50.00 application fee must accompany this application.**

## Point Summary

	<u>Maximum</u>	<u>Minimum</u>	<u>Points</u>
A. Experience	70	20	_____
B. Education	50	10	_____
<b>TOTAL APPLICATION POINTS (70 required)</b>			_____
C. Attendance at either an OGFOA Fall or Spring Conference			
D. Membership on at least one OGFOA Committee at time of application			

## Supporting Detail

**A. Experience** (maximum 70 points – minimum 20 points)  
 Finance employment experience. Please attach a list of major responsibilities for each position.

Public Finance:	Full-time	=	10	points per year
	Part-time	=	5	points per year
Other Finance (non-public)	Full-time	=	7	points per year
	Part-time	=	3.5	points per year

<u>Position/Organization</u>	<u>From</u> (mo/yr)	<u>To</u> (mo/yr)	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Supporting Detail (cont'd)

**B. Education** (maximum 50 points – minimum 10 points)

Finance, Public Administration or other related field. Please attach copies of diplomas or transcripts.

Bachelor or Post-baccalaureate	=		50 points
Associate	=		25 points
Advanced	=		50 points
Other	=	1 point per 30 hours of class time (3 credit class)	

<u>Degree or Educational Session</u>	<u>Dates</u>	<u>Hours</u>	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**C. Attendance at an OGFOA Fall or Spring Conference.**

<u>OGFOA Conference Attended</u>	<u>Dates</u>
_____	_____

**D. Membership on an OGFOA Committee.**

<u>OGFOA Committee</u>	<u>Dates</u>
_____	_____

Please add the points in each category of the supporting detail section of this application and enter the totals on the appropriate lines in the Point Summary section on page 2. Attach any supplemental documentation behind the application form. Please sign and date the first page of this application and have your sponsor do the same. Please enclose a check for \$50.00 to be paid to OGFOA and mail to:

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