



Maintenance Reports

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.omfoa.org**

Certification Maintenance

Certification is maintained in two-year cycles. A point report, maintenance form and a fee of \$25.00 must be submitted by January 31st following the end of the two year maintenance period.

If a participant accumulated the required points during the year 2000 and submitted the annual report and *Request for Award of Certification* form by January 31, 2001, they would have been awarded their certification at the 2001 Spring Conference in March of 2001. They would then be in their first maintenance cycle during the calendar years 2001 and 2002, and every odd year (2003, 2005, 2007) would submit a maintenance point report and fee in order to receive maintenance recognition at that year's Spring Conference.

If the participant received their certification designation at a Spring Conference during an even year (2002, 2004, 2006), their point reports and maintenance fee would be due by January 31st of each even year.

Category Point Requirements for Certification Maintenance

Total points required for any two year maintenance period are as follows:

<u>Category</u>	<u>Minimum</u>	<u>Maximum</u>
Accounting	3	18
Budget	3	18
Finance	3	18
Management	5	15
Technology	5	15
Other	0	15
Professional Participation	5	
Total Points Required	65	

Extensions

An extension of the two year maintenance period may be granted in certain circumstances.

If more time is required to accumulate the necessary points for certification maintenance, the participant should write a letter to the Certification Committee requesting an extension and providing a specific plan that includes a target date for completion. The Committee will consider the request at their next regularly scheduled meeting. Requests for extensions should be submitted before the end of the normal two year maintenance period.

Oregon Government Finance Officers Association
Professional Finance Officer
Certification Program
Point Report Form

During the initial four year certification period this form must be submitted every year by January 31st for the prior calendar year. Totals from each annual report must be reflected on the *Request for Award of Certification* form, which is submitted when all requirements have been met.

This form must be submitted by January 31st following the end of each two year maintenance period.

Check one: **Pre-Certification Annual Report**
Post Certification Maintenance Report (include \$25.00 maintenance fee)
Reinstatement Maintenance Report (include \$50.00 reinstatement fee).

Program Participant Information

Name _____ Title _____
 Organization _____
 Address _____
 Phone _____ FAX _____ Email Address _____

Point Summary for Calendar Year(s) _____

Page 2 to this form is a sample for recording each qualifying event, the category and points accrued during the year. You may substitute your own spreadsheet in this format. If the event/course title is descriptive of the content, no other documentation is required. Attach any supplemental documentation necessary behind this point report. If reporting points for OGFOA sessions, please include a copy of the Conference Summary Report for each OGFOA event.

Please mail by January 31st to:

OGFOA Certification Program
6745 SW Hampton Street, Suite 101
Portland OR 97223

(Use 1 st yr column for Pre-Certification Annual reports & 1 st & 2 nd yr for Maintenance reports)	<u>1st yr</u>	<u>2nd yr</u>
Accounting	_____	_____
Budget	_____	_____
Finance	_____	_____
Management	_____	_____
Technology	_____	_____
Other	_____	_____
Professional Participation	_____	_____
TOTAL POINTS	_____	_____
MAINTENANCE REPORT 2-YR TOTAL _____		

Annual Point Detail Report for Year _____

Description	Dates	Acct	Budget	Finance	Mgmt	Tech	Other	Prof. Partic.
Total This Page								

GRAND TOTAL ALL PAGES _____

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