



Request for Award of Certification & Point Report

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

Oregon Government Finance Officers Association
Professional Finance Officer
Certification Program
Request for Award of Certification
& Point Report Instructions

- Please read all of the information provided on the OGFOA Certification Program before filling out this request form.
- Please type or print **legibly**.
- *Requests for Award of Certification* must be submitted on the forms provided. If extra space is needed, use additional sheets.
- Be sure to sign and date the *Request for Award of Certification* form.
- Print your first initial and last name on the upper right corner of every page of the request, point reports and supporting documentation.
- Print the category (experience, education or professional participation) on each page of your supporting documentation.
- Be accurate and factual in every reply. Use qualifiers such as “about” or “approximately” if unsure about specific dates.
- Do not use abbreviations for organizations, with the exception of OGFOA, GFOA, AOC, or LOC.
- If submitting points for sessions attended at OGFOA Conferences, attach a completed copy of a Conference Summary Report for each OGFOA event.
- With the exception of OGFOA sessions, if the course title is descriptive of the course content, no other documentation is required. It is not necessary to submit brochures or documentation of attendance at programs. However, please keep these documents on file in the event confirmation is required.
- If the course title is not descriptive enough, please include a copy of the course description to assist the Certification Committee in making a determination of point classification. Include only pertinent supporting material. All supplemental materials should be placed after the request forms. Please do not insert forms or attached material in binders or page protectors.
- Keep a copy of the request form and supplemental materials, along with other supporting documentation for your files.
- **No fee is required for initial *Request for Award of Certification***. A \$25.00 fee must accompany the maintenance point reports for re-certification every two years after certification.
- Reports must be submitted by January 31st for the prior year.

Oregon Government Finance Officers Association
Professional Finance Officer
Certification Program
Request for Award of Certification

Program Participant Information

Name _____ Title _____

Organization _____

Address _____

Phone _____ FAX _____ Email Address _____

I hereby apply for the designation of Certified Professional Finance Officer. I have attached detail information and supporting documentation of compliance with the requirements for earning certification as of December 31, _____.

Applicant's Signature Date

Point Summary for Certification

	<u>Min.</u>	<u>Max.</u>	<u>Yr 1</u>	<u>Yr 2</u>	<u>Yr 3</u>	<u>Yr 4</u>	<u>Total Points</u>
Accounting	15	45	_____	_____	_____	_____	_____
Budget	15	45	_____	_____	_____	_____	_____
Finance	15	45	_____	_____	_____	_____	_____
Management	10	45	_____	_____	_____	_____	_____
Technology	10	30	_____	_____	_____	_____	_____
Other	0	20	_____	_____	_____	_____	_____
Professional Participation	10		_____	_____	_____	_____	_____
TOTAL APPLICATION POINTS (145 required)							_____

Please attach the point report for the final year of your accrual period (you should have submitted point reports for each of the prior three years at the end of each of those years) and enter the totals of all your point reports where appropriate on the Point Summary section above. Attach any supplemental documentation behind the application form. Please include a copy of a completed Conference Summary Report for each OGFOA event for which you are submitting points. Please sign and date the first page of this Request for Award of Certification. Please mail to:

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Oregon Government Finance Officers Association
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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
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	(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	_____	_____
MAINT 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 _____

Page ____ of ____