

**MUNICIPAL TREASURERS ASSOCIATION OF WISCONSIN**  
**Application to Maintain Certification**

Terry Estness, Executive Secretary  
2408 North 67<sup>th</sup> Street  
Wauwatosa, WI 53213

414/453-1442 Fax 414/453-0526

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[www.mtaw.org](http://www.mtaw.org)

CMTW certification expires five years from the date of certification. Maintaining certification is contingent upon the applicant meeting the General Eligibility, Education and Experience Maintenance Standards outlined in this application.

**GENERAL ELIGIBILITY**

Each applicant renewing their CMTW certification must meet the following general eligibility standards.

1. Applicant in each of the five years since last certification must have held the position of (i) an elected or an appointed municipal treasurer, deputy or assistant principal officer charged with the performance or supervision of treasury responsibilities as defined by MTAW or (ii) an eligible public treasurer. An eligible public treasurer is a person who serves in a governmental entity other than a municipality and whom the Education Committee determines has responsibilities of a municipal treasurer. In order to retain certification applicants must retain active membership in MTAW. If you are between jobs, you can retain membership as a Treasurer at Heart.
2. Applicant must have maintained continuous "Active" or "Affiliate" membership in MTAW for:
  - (a) each of the five years since last certification
  - (b) at the time of application
  - (c) at the time of approval
3. Applicant must believe in and practice MTAW's Code of Ethics.
4. Applicant must submit one copy of the application by March 1<sup>st</sup> or August 1<sup>st</sup> of the year in which certification expires, accompanied with all required enclosures and required maintenance fee to MTAW Headquarters. Applications are reviewed and verified by the Education Committee.
5. Applicant must have earned a total of 50 points in any combination of Education Maintenance Standards points and Experience Maintenance Standards points since last certification. Certifications must be renewed every five years. Those members with an expired CMTW credential must complete a new Application for Certification.

**APPLICATION FEE**

A non-refundable fee of Twenty-Five Dollars (\$25.00) shall accompany the Application to Maintain Certification.

**APPEALS**

The Committee Chairman shall notify a candidate whose application is not approved by the Education Committee in writing. The candidate must appeal the Committee's decision within thirty (30) days of notification letter date. The appeal must be sent in writing to the Chairman at MTAW's Headquarters address. The Chairman shall submit the appeal to the Board of Directors for final determination.



## EDUCATION STANDARDS

Points towards maintaining the CMTW certification may be earned from the following Education Standards:

- 1) Completion with a C grade or better of college or university courses related to treasury management. One point per credit. **Maximum 25 points.**
- 2) Completion of an MTAW approved state course of higher education conducted under an accredited program. UW-Green Bay Clerk & Treasurers Institute (3-year program). **Maximum 30 points.**
- 3) Attendance at an educational conference of WMCA, GFOA, Towns Association or League of WI Municipalities. Five points per year. **Maximum 20 points.**
- 4) Attendance at a MTAW district meeting. Two points per meeting. **Maximum 10 points.**
- 5) Attendance at an educational conference of MTAW. Ten points per conference. (MTAW Spring and Fall Conferences) **Maximum 50 points.**
- 6) Attendance at an APT US&C National Conference. Five points per conference. **Maximum 20 points.**
- 7) Attendance at a non-educational organization sponsored training. **One point per 8 hours**  
(Example - Trainings offered by our Municipal Service Providers and College continuing education courses) **of training -**  
**Maximum 10 points.**
- 8) Attendance at advanced training sponsored by UW-GB to include Master Academy, Academy for Civic and Public Affairs one-day training sessions. Two points per six-hour day **Maximum 20 points**

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### COLLEGE OR UNIVERSITY COURSES RELATED TO TREASURY MANAGEMENT

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_

College/University \_\_\_\_\_

Grade \_\_\_\_\_ Credit Hours \_\_\_\_\_ Points \_\_\_\_\_

Use additional sheet(s) as needed. Enclose copy of transcript.

### MUNICIPAL TREASURERS INSTITUTE OR APPROVED EDUCATIONAL PROGRAM

Sponsored by \_\_\_\_\_ Conducted by \_\_\_\_\_

Course Dates \_\_\_\_\_ Date of Completion \_\_\_\_\_ Points \_\_\_\_\_

Use additional sheet(s) as needed. Enclose certification of completion.

*CONFERENCES, DISTRICT MEETINGS, OTHER TRAINING - POINTS GRANTED AS STATED ABOVE  
(No documentation needed)*

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Date \_\_\_\_\_ Site \_\_\_\_\_ Sponsor \_\_\_\_\_

Points \_\_\_\_\_

**TOTAL EDUCATION POINTS** \_\_\_\_\_

**EXPERIENCE STANDARDS**

Points towards maintaining the CMTW certification may be earned from the following Experience Standards:

- 1) Experience as a municipal treasurer or financial officer as defined by MTAW for the five years since last certification. Five points per year. **Maximum 25 points.**
- 2) Service as a member of a committee of MTAW, APT US&C, or UW-Green Bay Clerks and Treasurers Institute Advisory Board. Two points per committee per year. **Maximum 10 points.**
- 3) Service as a conference committee member or chairperson of MTAW. Five points per conference. **Maximum 10 points.**
- 4) Service as a district director or parliamentarian of MTAW or APT US&C. Five points per year. **Maximum 20 points.**
- 5) Service as an officer of MTAW or APT US&C. Five points per year. **Maximum 25 points.**
- 6) Service as an actively assigned mentor. 5 points per year assigned. **Maximum 20 points**
- 6) Recipient of MTAW J.J. Krueger Award. **15 Points.**

**EXPERIENCE AS MUNICIPAL TREASURER IN LAST FIVE YEARS**

*CURRENT POSITION - (Complete only if a change in position occurred within the past five years.)*

Position \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_ Total Years \_\_\_\_\_ @ 5 points = \_\_\_\_\_ Points

Responsibilities \_\_\_\_\_  
*Enclose certification of election or appointment to office, if change occurred.*

**OTHER POSITIONS HELD IN LAST FIVE YEARS, IF APPLICABLE**

Position \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_ Total Years \_\_\_\_\_ @5points= \_\_\_\_\_ Points

\_\_\_\_\_ Responsibilities \_\_\_\_\_  
*Enclose certification of election or appointment to office.*

**SERVICE as MTAW, APT US&C or UW- GB COMMITTEE MEMBER/CHAIRMAN OR DIRECTOR/OFFICER**

Position Held \_\_\_\_\_ Sponsoring Association \_\_\_\_\_ Year \_\_\_\_\_

Position Held \_\_\_\_\_ Sponsoring Association \_\_\_\_\_ Year \_\_\_\_\_

Position Held \_\_\_\_\_ Sponsoring Association \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Points

**SERVICE AS AN ACTIVELY ASSIGNED MENTOR.**

Treasurer assigned \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Points

**RECIPIENT OF MTAW J.J. KRUEGER AWARD**

Year/Conference site \_\_\_\_\_

\_\_\_\_\_ Points

**TOTAL EXPERIENCE POINTS** \_\_\_\_\_ Points

**SUMMARY**

**TOTAL EDUCATION POINTS** \_\_\_\_\_ Points

**TOTAL EXPERIENCE POINTS** \_\_\_\_\_ Points

**TOTAL EDUCATION AND EXPERIENCE POINTS** \_\_\_\_\_ Points  
**(Minimum 50)**

**Applications must be submitted by March 1<sup>st</sup> to be approved at the MT AW Spring Conference or by August 1<sup>st</sup> to be approved at the MT AW Fall Conference.**

## Code of Ethics and The Municipal Treasurer

Professional competence and ethics are parallel concerns for the municipal treasurer. Officials at every level of government are faced with public skepticism. Today's treasurers find themselves watched more carefully by the public, their actions scrutinized for signs of bias or personal interest. Treasurers are held accountable as custodians of public funds, which places them in an especially delicate position.

Ethics are an inducement for treasurers to strive for higher levels of performance. The ethical municipal treasurer must always think in terms of the total public welfare, the overall good, the long-range effect, and eschew the temptation to please just the individual or group pressing its case.

Section 62.09(9) (d), Wisconsin Statutes, states that a treasurer "shall receive no compensation except the salary fixed by the council..." (Emphasis added). It should be obvious to all treasurers, except any engaged in outright corruption, that the only money they may legally accept for performing their duties is their salary. The troublesome area is that of "other compensation". Also, see section 946.12(5) Wisconsin Statutes.

Treasurers should politely refuse to accept any gifts that are offered to them personally. Such gifts, such as football tickets or other offers of free entertainment, are innocently offered, but such gifts may be difficult, if not impossible, to justify the actual intent, that makes it important to always refuse gifts. A treasurer should not directly or indirectly accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which members of the public could reasonably infer that the gift was intended to influence him or her, or could reasonably be expected to influence him or her in the performance of official duties, or was intended as a reward for any official action on the treasurer's part.

It cannot be emphasized enough that it is the appearance, not the actual intent, involved that can be so incriminating in the eyes of the public. Large segments of the public distrust all government officials, whether elected or not, and they will assume guilt, not innocence, whenever there is an opportunity to make a judgment. This is true to a certain degree in all municipalities, especially small communities, where everyone knows every other person's business and rumors run rampant.

Treasurers, and all local government officials, can take affirmative steps to safeguard themselves from the charge of unethical conduct in certain circumstances. The municipality's governing body and all of its officials can formulate and adopt some simple guidelines on unsolicited gifts. Guidelines can be established which allow a local official to accept such innocuous unsolicited gifts as meals and cigars up to a modest maximum dollar level. Guidelines can be very useful in establishing realistic parameters; public officials should not have to be altogether isolated from normal social practices among friends and associates on appropriate occasions. In the absence of any official guidelines, the wise course of conduct is for treasurers to decline any gifts.

**I agree to abide by the Code of Ethics for the Municipal Treasurer.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Send completed form along with appropriate documentation and a check made payable to MTAW to:**

**MTAW**  
**Terry Estness, Executive Secretary**  
**2408 North 67<sup>th</sup> Street**  
**Wauwatosa, WI 53213**  
414/453-1442 FAX 414/453-0526

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