

Guide to Certified Municipal Finance Officer (CMFO) Act Compliance

- Step 1 Assign a qualified employee who is the chief financial officer (CFO). The CFO is an individual who has "...oversight responsibilities regarding financial operations."
- Step 2 The individual who has been designated (FOD) must either create an account or log in to an existing account in the Certified Municipal Finance Officer Act System. This can be accomplished by going to https://www.comptroller.tn.gov/RA_Upload/CMFOWelcome.aspx.
- Step 3 If a new account is created, watch for the email that notifies you that your account has been approved.
- Step 4 Depending on the qualifications of the FOD, different types of applications are available. The appropriate application must be completed by the designee in the CMFOA System and approved by the Comptroller's office.
- Step 5 If the application is for (1) an exempt individual or (2) for a CPE only exception, once the application has been approved, no further action is required by the municipality as long as the individual complies with the CPE requirements.
- If the application is for someone entering the CMFO program, that individual must contact the Municipal Technical Advisory Service (MTAS) and determine when, where, and how all of the CMFO program courses will be offered. You can also find information by going to <http://www.mtas.tennessee.edu/public/web.nsf/Web/CMFO>.
- Step 6 The CMFO candidate must pass all of the courses in the CMFO program.
- Step 7 A CMFO candidate who has passed all of the courses must log in to their in the Certified Municipal Finance Officer Act System account and complete an application for a CMFO certificate. Once the certificate application has been approved, no further action is required by the municipality as long as the individual complies with the CPE requirements.

COMPLYING WITH THE CPE REQUIREMENTS:

Documentation regarding CPE obtained must be entered in the CMFO system under the account established by the CFO. Additional information regarding that process can be found at <https://www.comptroller.tn.gov/la/CEUguidelines.asp>