

TREASURERS' ASSOCIATION OF VIRGINIA

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# Certification Program Handbook for Deputy Treasurers

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**TREASURERS' ASSOCIATION OF VIRGINIA**  
**MASTER GOVERNMENTAL DEPUTY TREASURER CERTIFICATION PROGRAM**  
**HANDBOOK FOR DEPUTY TREASURERS**

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## **I. Purpose of the Program**

This Certification Program is designed to advance the professionalism of the local governmental Treasurer and his/her staff in the Commonwealth of Virginia. Local government finance, like many other professions, requires special study, knowledge, and skills. The constituency served by the Treasurer and his/her staff deserves a high level of professional competence. This Certification Program sets forth the regulations and standards that recognize professional attainment.

The Certification Program will:

- Assure the public of the basic knowledge and competency of the local Deputy Treasurer
- Assure the local Deputy Treasurer of reasonable professional recognition
- Assure professional advancement and acknowledgement of the competency of the local Deputy Treasurer by his colleagues in the field of municipal finance.

## **II. Designation of Professional Title**

A Deputy Treasurer completing this Certification Program shall be designated as a Master Governmental Deputy Treasurer (MGDT).

## **III. Administration of the Program**

The Certification Program shall be administered by the University of Virginia's Weldon Cooper Center for Public Service and the University's School of Continuing and Professional Studies (the Center) under the auspices of the Treasurers' Association of Virginia (TAV).

TAV, in conjunction with the Center, shall prescribe the standards a Deputy Treasurer in Virginia must meet in order to be recognized as a Master Governmental Deputy Treasurer.

All records of the Certification Program shall be kept at the Weldon Cooper Center for Public Service at the University of Virginia. All correspondence dealing with the Certification Program should be directed to the designated Center staff member.

The Center shall also be the official record keeper, responsible for maintaining accurate, updated transcripts for use by the TAV membership. The records will remain the property of TAV.

The Certification Review Committee is a standing minor committee consisting of three (3) members appointed by the TAV President. This Committee is responsible for reviewing and approving all applications for certification and re-certification, and for hearing appeals of decisions on certification and re-certification.

#### **IV. Glossary**

As used in this set of regulations and standards, unless the context clearly shows otherwise, these terms or phrases have the following meanings:

<b>Application Form</b>	A form to be completed and sent to the Center once the participant has met the requirements to be certified or re-certified (form is available on the TAV website)
<b>Certification Year</b>	Period from November 16 to November 15 of the following year
<b>Deputy</b>	Chief Deputy and any other employee designated as a Deputy by their Treasurer; must have been duly sworn by the Clerk of the Circuit Court of the locality
<b>Elective Courses</b>	Include, but are not limited to, TAV elective courses listed in Section VI, other new TAV courses as developed, as well as approved VGFOA and Commissioner of the Revenue courses
<b>Enrollment Form</b>	A form to be completed and sent to the Center in order to begin participating in the Certification Program; \$75 enrollment fee must accompany the enrollment form (form is available on the TAV website)
<b>Mandatory Courses</b>	Courses required to be taken and examination passed for initial certification
<b>Member in Good Standing</b>	A member is considered to be “in good standing” if TAV membership dues are kept current annually, the Ethics form is signed and submitted to the TAV Treasurer annually, and there

have been no material findings from any complaints reviewed by the Ethics Committee

**Point** Unit of continuing education credit that is earned for attendance and/or participation in an approved event. The amount of points earned for continuing education events is generally 1 point per hour. For courses, the number of points earned has been pre-assigned (see Section VI).

**Treasurer** City, county, or town Treasurer, or director of finance in those localities where the director is charged with the same duties as a Treasurer and where the director of finance believes in the principles set forth in the TAV Constitution, Article II: Objects and Definitions

## **V. General Rules & Minimum Criteria for Certification**

In order to qualify for certification, a Deputy Treasurer must:

- Be a TAV member in good standing for at least two (2) years prior to the time of application for certification
- Have enrolled in the program by submitting a completed enrollment form to the Center and paying the \$75.00 enrollment fee
- Following completion of the educational requirements in Section VI, submit a completed certification application form to the Center, submit a recommendation from their Treasurer, and pay the remaining certification fee

## **VI. Requirements for Initial Certification**

In addition to meeting the general rules and minimum criteria for certification in Section V, Deputy Treasurers must meet the following educational requirements:

- Earn 35 points from Part A, Mandatory Courses, and Part B, Continuing Education. For initial certification, four (4) points are awarded per mandatory course and for the three required electives. Full points will be awarded for each additional Elective Course taken.

- Complete two (2) mandatory courses (includes taking and passing the exam)
- Complete three (3) elective courses (includes taking and passing the exam)

November 15 is the cut-off date to meet the initial certification requirements in any given year. There is no time limit to achieve initial certification. Participants may take as long as necessary to complete the initial certification requirements.

Each year, the Center generates a list of those Deputy Treasurers who meet the certification requirements. The Certification Review Committee is responsible for reviewing and approving each application for initial certification. Deputy Treasurers approved by the Certification Review Committee are considered certified as of November 15 of that year. After approval by the Committee, the list of certified Deputy Treasurers is released to the membership. Appeals concerning decisions of the Certification Review Committee must be made to the Committee within fifteen (15) business days of publication of the list of certified Deputy Treasurers.

### **Part A – Mandatory Courses**

- Roles & Responsibilities of the Treasurer, Part 1 & 2
- Customer Service

In addition to course credit, Deputy Treasurers will earn 4 points for each mandatory course completed. Thus, once both of these classes and the 3 elective classes have been taken and passed, the Deputy Treasurer will have 20 points towards the 35 points necessary for initial certification. Exams are required when taking a course for initial certification and for all online courses.

#### **Exam Retakes:**

If a Deputy Treasurer fails an exam, he/she may retake the exam once at no additional charge. If the Deputy Treasurer fails the second attempt, he/she must retake the course. The fee to retake the course will be set to cover the cost of meals and updated course materials only.

### **Part B - Continuing Education**

Deputy Treasurers will earn the remaining points needed to reach a minimum of 35 points by attending TAV conferences and meetings, TAV elective courses, affiliated associations' classes (COR, VGFOA, etc.), and events, and other approved training. **50%**

**of all continuing education points earned for certification and re-certification must be from TAV-sponsored events as determined by the Education Oversight Committee.**

TAV-sponsored events include, but are not limited to:

- TAV Annual Conference
- TAV Summer Education Conference
- Spring & Fall District Meetings
- Accounting Certificate Program Level I, II, and III
- TAV Webinars and Zoom classes
- Legislative Day (T-Day)
- New Officer Training & other training offered by the State Compensation Board

The following points will apply for Elective Courses taken above and beyond the three required, and for any courses taken for re-certification. Please note - points earned in approved classes, whether offered by TAV, VGFOA, and the Commissioners of the Revenue Association, will be considered TAV points.

Course Name	Live Class		Online Class	
	Points Earned	Points Earned if Exam Taken & Passed	Points Earned	Points Earned if Exam Passed (must be taken)
Advanced Cash Management	12	14	N/A	N/A
Advanced Governmental Accounting	12	14	N/A	N/A
Bankruptcy	10	12	N/A	N/A
Banking & Cash Management	12	14	8	10
Budgeting	10	12	N/A	N/A
Ethics	8	10	6	8
Community Planning	8	10	N/A	N/A

Customer Service	8	10	N/A	N/A
Delinquent Collections	12	14	N/A	N/A
Effective Media Relations	8	10	N/A	N/A
General Technology	8	10	N/A	N/A
Intermediate Governmental Accounting	8	10	5	7
Internal Controls	8	10	6	8
Introductory Governmental Accounting	8	10	6	8
Investment Management	12	14	N/A	N/A
Issuing Debt & Debt Management	12	14	N/A	N/A
Lawful Employment	8	10	6	8
Leadership	8	10	N/A	N/A
Roles & Responsibilities of the COR	10	12	N/A	N/A
Roles & Responsibilities of the Treasurer 1 & 2 - both are Mandatory (each class earns the points shown)	10	12	N/A	N/A
Spanish for Government Officials	10	12	N/A	N/A
Virginia Government & Law	8	10	N/A	N/A
Cyber Security (online)	N/A	N/A	8	10

**Accounting Certificate Program:**

The Accounting Certificate Program consists of three (3) modules: Level I, Level II, and Level III. After successful completion of all three modules, the Deputy Treasurer will be awarded a certificate of completion. Participants will also earn 10 points for completion of each module and its exam (the exam must be taken and passed in order to continue to the next module).

Deputy Treasurers wishing to bypass Level I can take a challenge exam. If the exam is passed, the participant will earn two (2) points and be eligible to take Level II.

The Accounting Certificate Program modules do not take the place of any of



the Accounting courses currently offered by or for TAV.

### **Teachers Who Are TAV Members:**

Teachers who are TAV members will be awarded points for teaching the class once during their re-certification cycle. The number of points awarded will be the same as for a participant in the class and will include the additional two (2) points given for passing the exam.

### **Repeating Courses for Credit:**

Classes can be retaken for credit as long as 4 years has lapsed. Exception: you may take an online version and an in-person version of the same class, for points, within the 4-year certification/re-certification period. In other words, points will be awarded for online and in-person versions of each class within the 4-year period. Points will not be awarded for taking the same class in the same format within the 4-year period.

### **Requesting Points for Non-TAV Programs:**

Any requests for points for programs/classes not offered by TAV will need to be submitted to the Education Oversight Committee for review and approval. Points will be granted based on the following criteria:

- Submission of transcript or other proof of attendance
- Submission of detailed agenda
- Applicability to the Treasurer's Office

The following have been pre-approved by the Education Oversight Committee for non-TAV points:

- DMV, IRMS, and Passport training - maximum of 4 points per year for each
- User's Group Software training – 1 point per hour of training, no maximum

### **Part C – Service to the Association**

10 points maximum may be earned for initial certification or re-certification from this section.

- After Legislative Day (T-Day), visit with delegate or senator at the General Assembly building, or virtually – 2 points
- Meet with Legislator during the year on behalf of TAV – 2 points
- Panelist in a discussion group for TAV – 1 point/hour

- Formal presentation to TAV by 1 person – 3 points/hour
- Group presentation – 2 points/hour
- TAV Committee member, active & participating (major or minor committee) – 2 points/year
- TAV Committee chair (major or minor committee) – 4 points/year
- TAV Conference Committee member - 2 points in the year of the conference, 1 pt. in the year before
- TAV PAC, voting member - 2 points for attending TAVPAC meeting
- Meeting planning, including room reservations, food, etc, for TAV Class or TAV Meeting (e.g. Spring & Fall District meetings) - 2 points

### **Part D - Initial Certification – Upgrade from Deputy to Treasurer**

Upon appointment or election as a Treasurer, a Deputy Treasurer currently certified as MGDT may upgrade to MGT by:

- Taking all missing required mandatory courses (must pass the exam in each)
- Earning additional points as necessary to meet the minimum criteria of 70 points for initial certification

## **VII. Re-Certification**

Re-certification takes place over a **4-year period** with an annual points requirement. Annual requirements must be met by November 15 of each year. **In order to remain certified, the Deputy Treasurer must remain a TAV member in good standing.**

### **Part A - Requirements**

Deputy Treasurers seeking re-certification are required to achieve a cumulative point total of forty-eight (48) or above over the 4-year period. At least 24 points (50%) must come from TAV sponsored programs and events.

Deputy Treasurers are also required to meet cumulative minimum point requirements each year while working toward re-certification. The point levels are established on a tiered basis. Points earned over the minimum tier for each year will carry over to help the Deputy Treasurer meet the following year’s requirements:

Year 1	6 points
Year 2	12 points (cumulative between years 1 & 2)
Year 3	24 points (cumulative between years 1, 2, & 3)
Year 4	48 points (cumulative for all 4 years)

NOTE: All deputies and treasurers must earn a minimum of 4 education points each

year, regardless of cumulative point totals, in order to maintain TAV certification. This 4 point minimum has been established in order to match TAV certification requirements with the Compensation Board requirements for Career Development Program (CDP) funding.

Deputy Treasurers are allowed to roll over accumulated points in excess of the 4 year re-certification requirement from one re-certification period to the next up to 12 points (25% of the 4-year requirement). For example, if a Deputy Treasurer has earned 58 points at the end of the 4 year re-certification period, ten (10) points will be carried over to the next re-certification period. Points rolled over from a prior re-certification cycle will not be eligible for rollover a second time. No points are allowed to be rolled over from initial certification.

Each year, the Center generates a list of those Deputy Treasurers who meet the annual and 4 year re-certification requirements. The Certification Review Committee is responsible for reviewing and approving each application for re-certification. Deputy Treasurers who are approved by the Certification Review Committee are considered certified as of November 15 of that year. After approval by the Committee, the list of certified Deputy Treasurers will be released to the membership. Appeals concerning decisions of the Certification Review Committee must be made to the Committee within fifteen (15) business days of publication of the list of certified Deputy Treasurers.

### **Part B - Failure to meet the annual requirements**

If a Deputy Treasurer does not earn the required minimum number of points for a given year, he/she will be “suspended” from certified status and may lose Career Development funding as a result (refer to Career Development guidelines). In order to be reinstated, the Deputy Treasurer will need to reach the next tier of points by November 15 of the next year. For example, if a Deputy Treasurer has not earned six (6) points by November 15 of Year 1, he/she would be suspended from certified status. In order to be reinstated, the Deputy Treasurer would need to have earned twelve (12) points by November 15 of Year 2.

Failure to meet the annual 4-point requirement for TAV certification in and of itself will NOT result in suspension of TAV certification status. However, Career Development Program (CDP) funding may still be lost if the person failing to earn the 4-point minimum is in a position counted as an “Enrolled & Participating” (E & P) position by the Compensation Board. (Note: the Comp Board-defined requirements for maintaining CDP funding state the E&P position(s) must earn 4 points OR take a class during the year.)

## **Part C - Failure to meet the requirements at the end of the 4-year period – “rolling window” reinstatement procedure**

If the Deputy Treasurer fails to meet the points requirement at the end of the 4-year period, he/she will be suspended from certified status and may lose Career Development funding as a result (refer to Career Development guidelines). The Deputy Treasurer will then be subject to a “rolling window” reinstatement procedure. The 4-year re-certification window will automatically become the last 4 years. As of November 15 of the next year, the participant’s points for the current year and the 3 years prior will be reviewed. If the participant meets the re-certification requirements at that time, he/she will be considered re-certified and will begin the process of re-certifying again from the beginning. If the participant does not meet the re-certification requirements, the rolling window would then be shifted to the next year, and again, points for the then current year and the previous 3 years will be reviewed.

**Please note:** Once Career Development funding has been lost as a result of certification suspension, it will not be automatically reinstated. The Deputy Treasurer will be placed back in the queue to receive funding as it comes available.

### **VIII. Presentation of Professional Designation Certificates**

Once the Deputy Treasurer has met all of the requirements, a certificate shall be presented from TAV and the Center. These certificates will be presented at the Spring District Meeting immediately following achievement of certification.

### **IX. Application Deadline & Fees**

Applications for certification must be received at the Center by November 15 to ensure adequate time for review by the Certification Review Committee.

#### **Initial Certification**

Original amount due	\$175.00
Less: Deposit paid at enrollment	- 75.00
Net amount due	\$100.00

#### **Re-Certification**

Amount due	\$75.00
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