



**MyCPIM Worksheet – Ohio Treasurer’s Columbus CPIM Boot Camp – April 13, 2016**

The Ohio Treasurer’s Center for Public Investment Management is proud to announce the implementation of **MyCPIM**, a one-stop-shop, online reporting system to service your CPIM needs. **MyCPIM** is your primary destination to report CPIM hours, pay your Annual CPIM Certification Fee, download annual Certificates of Completion once your requirements are complete, search a full list of CPIM education opportunities statewide, and more. **This system requires all fiscal officers to log in via the internet using the email address previously provided to CPIM.** If you have not provided CPIM with your email address in the past, please call us at (800) 228-1102 so that we may complete your profile prior to your initial log into **MyCPIM**. This email address should be unique to you. Please do not provide an email address that you share with another individual.

**Hours must be reported by 5:00pm on April 18, 2016. Hours will not be accepted after this time.**

**Step 1** Go to [cpim.tos.ohio.gov](http://cpim.tos.ohio.gov) and log in by clicking on the green **MyCPIM Login** button using the credentials below:

**USER NAME:** the email address you have previously provided to CPIM  
**PASSWORD:** CPIM123

Upon initial login, **MyCPIM** will ask you to send yourself an email to verify your identity and create a new password. Log back in using your new password and update your profile. Click SAVE and you’ll be back to your **MyCPIM** homepage.

**Step 2** On your **MyCPIM** homepage, scroll down to “Schedule of Events” and click “View” next to this event listing.

**Step 3** Scroll down to the course listings and click on the green “Report Hours” next to the course you attended.

*TIP* The “Report Hours” button next to this course will appear in green only when the window is open – after the course end time has passed and before 5:00pm on April 18, 2016. It will appear in white when the window has yet to open or has closed.

**Step 4** Fill out the form for the course including the hour(s) attended, the **MyCPIM** password confirming your attendance, and the evaluation. Click “Report Hours.”

*TIP* To help accurately and successfully report your hours, please use the grid below to take note of all hours attended and course passwords. If correctly submitted, a green confirmation box will appear in the lower right corner of the screen, you will receive an email confirmation of your reported hours for this course and on the **MyCPIM** homepage under the “My Previous Courses” tab, this course listing will appear with “Pending Organization Approval” in the “Hours Earned” column.

Time	Course Name	Hrs. Possible	Hrs. Attended	Password
8:30am – 9:30am	General Session and Market Update	1.0		
9:30am – 10:30am	SEC 111: Basics of Internal Controls	1.0		
10:30am – 11:30am	FIN 103: Basics of Borrowing	1.0		
11:30am – 12:30pm	CASH 106: Basics of Cash and Treasury Management	1.0		
1:10pm – 2:10pm	INV 105: Basics of Investing	1.0		
2:10pm – 3:10pm	Round Table for Governments with Budgets of \$0 - \$10m	1.0		
	Round Table for Governments with Budgets of \$10m - \$25m	1.0		
	Round Table for Governments with Budgets of \$25m+	1.0		

*If for any reason, you miss more than 10 minutes of instruction for personal or business needs, you are obligated to account for the missed time when reporting your hours. For example, if you make a phone call that lasts 15 minutes in the middle of a session, you should report 1.25 hours if the “Hours Possible” for that course is 1.5 hours.*

**Step 5** REPEAT steps 3 and 4 for additional courses attended.

*TIP* If you have a wireless device or internet access with you at the conference, we suggest reporting your hours for each course attended during each break immediately following the course.

**Step 6** If you are seeking CPIM certification (i.e., that you want credit for these hours), you are required to pay an Annual CPIM Certification Fee of \$100. If you have paid your fee, a green box will appear at the top of your **MyCPIM** screen. If you have not paid, a red box will appear. Click on it and follow the payment instructions. You will not receive an invoice. If you do not pay the Annual CPIM Certification Fee before 12/31/2016, you will NOT receive CPIM hours for these courses.

**Please don’t hesitate to call us if you need help logging into or navigating **MyCPIM** at (800) 228-1102.**