



Completing CPIM Requirements

- The Office of the Ohio Treasurer's *TOS Touchpoint* system is your all-in-one resource for completing your CPIM fiscal officer education requirements. Through this system, you can access applications to file a notice of exemption, pay your annual CPIM certification fee, and access the *MyCPIM* learning management system. The *MyCPIM* learning management system allows users to review their course transcript, complete online courses, register for CPIM-hosted events, collaborate with their peers, and more.
- Users are required to create an account through *TOS Touchpoint* to access the three applications mentioned above. You cannot share an email address with another individual for the purposes of logging into the system. It is important to keep your information accurate and up-to-date. Your profile information in *TOS Touchpoint* is used for periodic updates about CPIM coursework, events, and account issues.
- You are responsible for keeping a copy of all records of exemptions, payments, completion of coursework, and certificates issued for annual CPIM certification and completion of specific courses (e.g. Commercial Paper and Municipal Securities).

CPIM Certification Requirements for County Treasurers [ORC 321.46, OAC 113-5-03, 113-5-04, 113-5-05]

- Please note that the CPIM hours discussed below are separate from hours required by the Ohio Auditor of State.
- Generally Elected County Treasurers:
 - Prior to taking the oath of office, a County Treasurer must obtain thirteen (13) CPIM credit hours of initial education.
 - After the first year in office, a County Treasurer must obtain twelve (12) CPIM credit hours of continuing education before the end of the next biennial cycle. A biennial cycle runs from the first day of January of an odd-numbered calendar year to the last day of December in the following even-numbered calendar year.
- Appointed and specially elected county treasurers:
 - Within four months after taking the oath of office, a county treasurer must obtain thirteen (13) CPIM credit hours of initial education.
 - After the county treasurer's first year in office, a county treasurer must obtain twelve (12) CPIM credit hours of continuing education before the end of the next biennial cycle.
 - Appointed or specially elected county treasurers may shadow another county's treasurer for up to eight (8) hours of initial education credit. Please contact the CPIM office for details.
- You are responsible for keeping a copy of all records of payments, completion of coursework, and certificates issued for CPIM certification and completion of specific courses (e.g. Commercial Paper and Municipal Securities).

CPIM Certification Requirements for Local Fiscal Officers (not County Treasurers) [ORC 135.22, OAC 113-5-01, 113-5-02]

- Local government fiscal officers must complete six (6) CPIM continuing education hours every calendar year unless the fiscal officer files a notice of exemption.
 - If the fiscal officer begins their position before September 1, the fiscal officer must be CPIM-certified by the end of the calendar year.
 - If the fiscal officer begins their position on or after September 1, the fiscal officer is encouraged to become CPIM-certified before the end of the current calendar year but is not required to. However, the fiscal officer must become CPIM-certified before the end of the following calendar year and in each proceeding year that CPIM requirements are applicable.
 - You are responsible for keeping a copy of all records of exemptions, payments, completion of coursework, and certificates issued for annual CPIM certification and completion of specific courses (e.g. Commercial Paper and Municipal Securities).

Commercial Paper & Bankers' Acceptances, Municipal Securities [ORC 135.14]

- These courses are required for any fiscal officer that invests in commercial paper and/or municipal securities. These courses are only required to be taken once during a fiscal officer's service.
- You are responsible for keeping a copy of records showing completion of specific courses (e.g. Commercial Paper and Municipal Securities).

CPIM Exemptions (does not apply to county treasurers) [ORC 135.22, OAC 113-5-01]

- If applicable, a fiscal officer may file a notice of exemption from CPIM six-hour continuing education requirements. If a fiscal officer represents multiple entities, a notice of exemption is required for each entity that uses qualified practices for exemption from CPIM credit requirements. Please visit the FAQ page to learn more.
- You must have a *TOS Touchpoint* account to file an exemption. You are responsible for keeping a copy of the notice of exemption you filed, which you will receive by email and may be requested as part of the audit process.
- County Treasurers are not eligible for exemption from CPIM credit requirements.

Fees

- All CPIM participants must pay an annual certification fee of \$100 to obtain CPIM credit hours. The fee for the current year is due by December 31.
- You do not need to pay a fee if filing a notice of exemption.
- Online courses may be taken free of charge, but credit is only granted if the CPIM certification fee is paid.
- All attendees of TOS-hosted in-person training events are required to pay the annual certification fee prior to attending. The fee serves as a registration fee that covers the cost of the venue, meals, printing, staff, etc. If an individual attended a TOS-hosted conference but did not pay their fee, they will be notified of their delinquency following the event and at the start of the following year and given until January 31 to pay. This also applies to individuals that register for an event and do not cancel their registration prior to the submission of final food orders to vendors (typically 5 to 7 days before the event). If payment is not received by the January 31 deadline, a referral is made to the Ohio Attorney General's office for collection. If payment is made after the January 31 date, participants will not receive CPIM credit for hours in the prior year.

Reporting CPIM Hours

- Hours must be submitted using the Certification of Hours form, electronically or in hardcopy, by 5:00 PM EST, seven calendar days after the conclusion of an event. Once submitted, forms will be processed, and hours applied to transcripts of participants with accounts within MyCPIM. If you need assistance or have questions, please contact the Treasurer's office at **1-800-228-1102** or CPIM@tos.ohio.gov.
- For a professional association hosting a CPIM-approved course that submits confirmation of attendance on behalf of attendees seeking CPIM credit, attendees do not need to submit a Certification of Hours form. In these scenarios, hosts of the event will share additional information with you.
- Following the conclusion of the submission window (7 days) of the Certification of Hours form, CPIM may contact the host organization to confirm attendance.

Online Courses

- All fiscal officers and county treasurers using *MyCPIM* are eligible to earn credit hours using online courses available through the portal.
- Online CPIM courses are on-demand and include an assessment. To receive credit, participants must pass assessments as part of completing online courses.
- Attendees of online courses cannot receive credit for an online course that was previously viewed within the past five years. However, updated versions of online courses may be taken for credit within the five-year period. For example, if a CPIM user completes the "Basics of Investing" course in 2024 and CPIM updates the course in 2026, they may take the updated course for additional credit.
- Attendees of a TOS-hosted webinar or in-person course that is recorded and used for the creation of an online course cannot receive credit again for viewing that online course.

Non-TOS Course Accreditation

- Outside organizations may request to offer CPIM-approved courses.
- Requests must be submitted to CPIM@tos.ohio.gov using a Course Approval Request form provided to organizations by CPIM staff. Submissions are reviewed within 14 business days of submission. This time schedule should be considered if CPIM approval for courses is expected to be published on marketing materials. Staff will provide approval or denial of courses to organization contacts in writing. Prior to a decision, staff may request more information about an event or course.
- The Treasurer’s office recommends that courses are not marketed as “pending CPIM approval” until such approval has been granted.

The following is a list of generally approved CPIM subject matter areas:

Auditing & Accounting	Cash Management	Ethics
<ul style="list-style-type: none"> • Accounting and financial reporting (CAFR, GASB, UAN) • Capital asset management • Employer related tax filing requirements • Indirect cost and allocation (single and non-single audit purposes) • Pension system requirements • Single audit and related administrative and costs circulars • SSAE 16, service organizations • Understanding and using the Ohio Compliance Supplement 	<ul style="list-style-type: none"> • Acceleration of deposits (lockboxes, ACH, internet, credit cards) • Bank relationship management • Budgeting • Cash flow forecasting and management • Check processing/truncation • Collateralization • Electronic payments/receipts • Ending cash balance policy development • Grants administration • Internal controls • Recovering from financial distress • Request for proposals (RFPs) • Treasury management 	<ul style="list-style-type: none"> • Codes of ethics • Ethical obligations and procedures • Ohio Ethics Law • Updates on ethics
Investments	Public Finance	Security, Transparency, and Related Topics
<ul style="list-style-type: none"> • Benchmarking • Investment accounting • Investment policy • Investment professionals • Investment strategies • Market update • Portfolio management • Tools for making good investment decisions • Types of eligible securities • Understanding the yield curve • Understanding economic data 	<ul style="list-style-type: none"> • Arbitrage • Debt issuance • Debt management and administration • Economic development • Municipal finance • Post issuance compliance and disclosure • Tax increment financing 	<ul style="list-style-type: none"> • Financial security/cyber crime prevention • Fiscal caution/watch/emergency • Fraud and theft • Government transparency • Presenting financial data to stakeholders
Tax Collection		
<ul style="list-style-type: none"> • Collection of delinquent taxes • Millage and levies • Payment of taxes • Taxation updates • Tax foreclosure • Tax liens • Types of taxes 		

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