



Association of Public Treasurers
of the United States and Canada

INSTITUTE TRAINING AGREEMENT

THIS AGREEMENT is made and entered this ***first day of September 2020*** by and between the Association of Public Treasurers of the United States and Canada, (herein called "APT US&C") a nonprofit organization, and the ***STATE AFFILIATE***, (herein called "STATE") a nonprofit organization, and collectively (herein called "Parties") for the purpose of administering the Institute training program.

Article I - Guidelines for the APT US&C Institute Training Program

The following standards must be met by State Associations who wish to provide the approved APT US&C Institute training program for credit toward the Certified Public Finance Administrator (CPFA) or Advanced Certified Public Finance Administrator (ACPFA) accreditation.

The Institute training program is designed to be offered annually over a three year period. In addition, the STATE may offer an annual Maintenance or Advanced level of instruction once an attendee has completed the initial three year training program, which may run concurrently with the Institute training program. Advanced level training may qualify for Advanced CPFA certification if approved by APT US&C.

The course is structured to incorporate a minimum of 100 education hours over the three-year period. Ninety-four (94) hours shall be in Public Finance Administration and Professional Development and six (6) hours shall be for peer knowledge sharing during and post training.

A sample three-year curriculum is provided in Exhibit A to aid in the establishment of each State Association's curriculum. Each area should be regularly updated to reflect current trends and issues.

Requirements for CPFA/ACPFA credits to be awarded to each attendee include:

1. The STATE will develop and utilize a tracking system to ensure that attendees participate in all Institute training classes to ensure compliance with Institute guidelines.
2. Attendees will be notified that proof of attendance at Institute, maintenance/advanced training classes will be required when applying for the CPFA/ACPFA certifications and subsequent re-certifications.
3. As defined in Article II, Obligations of State, all courses must be reviewed by the CPFA/ACPFA Accreditation Committee Chair or APT US&C board designee. The Committee Chair or APT US&C board designee shall receive a list of each session title along with a brief description of the course and the time offered. In addition, the speaker and speaker bio will also be submitted. All information will be submitted to the APT US&C office at info@aptusc.org. The Committee Chair or APT US&C board designee will review the course offerings to determine if any courses are eligible for the Advanced CPFA points.



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Required Institute Hours by Training Category

Public Finance Administration & Professional Development

	<u>Hours</u>
Principles of Public Finance	6
Governmental Accounting	4
Cash Management/Banking Relations	10
Investing in Public Funds	6
Debt Management	6
Internal Controls/Fraud Detection	4
Ethics and the Treasurer	6
State Laws and Regulations	4
Financial Reporting	4
Revenue Collections	4
Public Budgeting	6
Technology	4
Disaster Preparedness	4
Personnel Management	4
Communications and Public Relations	6
Organizational Management	10
State Specific Education	6
Peer Knowledge Sharing	<u>6</u>
TOTAL HOURS	100

The attached Exhibit A illustrates a sample model curriculum and training subjects by year. This is intended as a sample only and may be modified to best serve the State Association's training program as long as required Institute Training Hours by Category are met.

Article II – Obligations of STATE

In accordance with the provisions of this Agreement and for the term thereof, the STATE agrees to the following:

1. The STATE seeks to partner with APT US&C to promote their joint mission of providing quality education to their members by providing education credit requirements for the CPFA/ACPA accreditation.
2. The STATE will prepare, alone or in conjunction with a College or University, the Institute training program to qualify for CPFA/ACPA certification/re-certification. The training program will comply with the APT US&C Guidelines in Article I of this Agreement.
3. The STATE, alone or in conjunction with a College or University, shall be responsible for providing the speakers for the training program. The STATE may obtain assistance from APT US&C for speaker recommendations or session topics.



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4. The STATE may work with APT US&C to include APT US&C training materials into their curriculum (i.e., cash handling, internal controls, cash flow forecasting, etc.). All APT US&C publications and training programs are the property of APT US&C. These materials may not be copied in part or in whole without written permission from APT US&C.
5. The STATE shall develop a training program that consists of 100 hours of educational training as described in Article I of this Agreement. The STATE may offer a Maintenance or Advanced level program to provide continuing education for attendees who have completed the three-year Institute training; this continuing education training may run concurrently or separately from the Institute training. If approved by the CPFA/ACPFA Accreditation Committee Chair or APT US&C board designee, the STATE Maintenance or Advanced training program may offer advanced points for the Advanced CPFA accreditation.
6. The STATE agrees to a Program Review approximately 45 days prior to the Institute. This review consists of providing information to the CPFA/ACPFA Accreditation Chair or APT US&C board designee which outlines each course title and description, training category, as well as the speaker's name and bio in order to review the compliance with the guidelines for the program. All information will be submitted to the APT US&C office at info@aptusc.org. The STATE must obtain approval in advance in order for CPFA/ACPFA points to be awarded for the program. Once the Program has been approved, APT US&C will send the STATE notification of approval for the program. The STATE will work with APT US&C on any deficiencies. The STATE shall submit any changes or corrections to APT US&C CPFA/ACPFA Accreditation Chair or APT US&C board designee for approval and permit a reasonable time to review and approve of any and all changes before finalizing and using such materials. If for any reason a speaker cancels, or is unable to attend, without sufficient time to coordinate a substitute speaker, the attendees will be provided with the class materials for self-study or be offered an alternative Treasurer to Treasurer session and will be awarded the applicable education points for the session.
7. The training program is awarded one point for every two hours of instruction. The Advanced or Maintenance training program is awarded one point for every one hour of instruction.
8. The STATE shall annually submit to APT US&C a list of the attendees, including name, entity, address, telephone number and email address as well as their current year in the program (Year 1, Year 2, Year 3). All information will be submitted to the APT US&C office at info@aptusc.org. This information may be used by APT US&C to promote the benefits of APT US&C membership and eligibility of the CPFA certification.
9. The STATE shall provide each attendee with a Certificate of Completion for each of the three years of Institute Training. This documentation is required should applicants submit their CPFA application. The STATE shall publish in materials as well as communicated verbally to all attendees, that the attendee is required to retain proof of attendance and submit this proof of attendance when completing their application for the accreditation for CPFA, ACPFA, or maintenance of their accreditation.



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10. The STATE shall provide a method of evaluations for each session (i.e., electronic or written). Upon request, APT US&C shall receive a copy of the evaluations or evaluation summaries upon completion of the program.
11. The STATE agrees to provide its training program dates and locations to be publicized on the APT US&C website and promoted in the APT US&C newsletters.
12. The STATE agrees to hold APT US&C as an honorary member and to provide conference information, institute information, newsletters as well as a listing of officers including their name, title, entity, address, telephone number and email address. The STATE shall also provide a link on their website to the APT US&C website and include APT US&C news to its members through the STATE.
13. The STATE shall receive a complimentary registration for its current State Association President or designee to attend the national conference. The State Association President or their designee will be required to attend the State Association Presidents' Committee meeting to be held at the APT US&C Annual Conference.

Article III - Obligations of APT US&C

In accordance with the provisions of this Agreement and for the term thereof, APT US&C agrees to the following:

1. APT US&C seeks to partner with the STATE to promote their joint mission of providing quality education to their members by providing education credit requirements for the CPFA/ACPA accreditation.
2. APT US&C will review the Institute training program prepared by the STATE to ensure compliance with the APT US&C accreditation guidelines.
3. APT US&C may assist the STATE with speaker recommendations or session topics.
4. APT US&C will provide information on APT US&C training programs and manuals to the STATE who may consider including the APT US&C products and manuals into its training program (i.e., Cash Handling, Internal Controls, Cash Flow Forecasting, etc.).
5. APT US&C will provide a program review approximately 45 days prior to the Institute. This review consists of reviewing the information provided by the STATE to ensure compliance with the guidelines for the program. Once the Program has been approved, APT US&C will send the STATE notification of approval for the program. APT US&C will work with the STATE on any deficiencies. APT US&C will review any submitted changes or corrections to the training programs for approval.



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6. APT US&C agrees to publicize the STATE's training program on the APT US&C website and provide a link to the STATE's website.
7. APT US&C shall provide a complimentary registration to the STATE for their State Association President, or designee, to attend the annual conference.
8. APT US&C President designee will make every effort to attend the STATE annual conference.

Article IV - Terms

1. The Term of this Agreement is for a period of three years with the expectation that this is part of a long-term collaboration reviewed for renewal every three years.

Article V - Fee Schedule

1. The fee for this agreement is \$100 annually, due within 30 days upon receipt of invoice from APT US&C.

Article VI - Termination

1. APT US&C or the STATE may terminate this Agreement upon receipt of written notice. If the STATE does not meet the obligations outlined in the STATE obligations of this Agreement, the STATE forfeits the right to promote the Institute as an APT US&C sponsored training.

This agreement will terminate immediately if the APT US&C no longer offers the certification program, or is unable to offer the certification program for any reason.

Article VII - Miscellaneous

1. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors, but shall not be assigned without consent of both Parties.
2. If any term or provision hereunder, or any portions thereof, is held to be invalid or unenforceable, it shall not affect any other term or provision in this Agreement.
3. The Agreement contains the full, entire, and integrated agreement and understanding between the Parties with respect to the covenants, promises, and agreements herein described, and no representations, warranties, provisions, covenants, agreements or understandings, written or oral, not herein contained or referred to shall be in force or effect. The Agreement may not be modified or amended except in writing signed by both Parties hereto.
4. No waiver of any breach of the term of this Agreement shall be effective unless made in writing signed by the party having the right to enforce such breach, and no waiver shall be construed as a waiver of any subsequent breach.



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This Agreement may be executed in counterparts, all of which together shall constitute one and the same instrument.

Association of Public Treasurers of the United States and Canada
Post Office Box 591
Tawas City, Michigan 48764
info@aptusc.org; 989-820-5205

«Current_President», President
«State_Affiliate»
«Address»
«CityStateZip»
«Email»; «Phone_Number»

Any such notice shall be deemed effective on the date of the mailing, if mailed, or upon delivery to a responsible person at the party's place of business or residence.

In Witness Whereof, the parties hereto have executed this Agreement on the date first written above.

State Association President
«State_Affiliate»

Date

APT US&C President
Association of Public Treasurers of the United States and Canada

Date

As the STATE representative responsible for the oversight and planning of the Institute training program, I acknowledge receipt and understanding of the obligations of this Agreement.

Print Name and Signature
Institute Training Coordinator or Education Director
«State_Affiliate»

Date

Email

Phone



EXHIBIT A

SAMPLE MODEL CURRICULUM BY YEAR AND SUGGESTED TRAINING TOPICS

CURRICULUM CATEGORY	YEAR ONE HOURS	YEAR TWO HOURS	YEAR THREE HOURS	TOTAL HOURS OVER THREE YEARS
Principles of Public Finance	2	2	2	6
Government Accounting	2	2	0	4
Cash Management/Banking Relations	3	3	4	10
Investing Public Funds	2	2	2	6
Debt Management	2	2	2	6
Internal Controls/Fraud Detection	2	2	0	4
Ethics and the Treasurer	2	2	2	6
State Laws and Regulations	0	2	2	4
Financial Reporting	2	0	2	4
Revenue Collections	0	2	2	4
Public Budgeting	2	2	2	6
Technology	2	0	2	4
Disaster Preparedness	2	2	0	4
Personnel Management	0	2	2	4
Communications and Public Relations	2	2	2	6
Organizational Management	3	3	4	10
State Specific Education	2	2	2	6
Peer Knowledge Sharing	2	2	2	6
TOTAL HOURS	32	34	34	100



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Suggested Training Topics by Curriculum Category

Principles of Public Finance – 6 Hours

Public Fiscal Policy
Sources & Uses of Public Funds
Costing Governmental Services

Governmental Accounting - 4 Hours

Standard Fund Designations
Uniform Chart of Accounts
GASB and FASB Pronouncements
Audit Requirements
Single Audit Act
Simple Transactions

Cash Management & Banking – 10 Hours

Introduction to Cash Management
Managing Receipts & Disbursements
Cash Forecasting
Cash Management Services
Cash Maximizing Techniques
Evaluating Financial Institutions
Paying for Banking Services
Electronic Commerce

Investing Public Funds – 6 Hours

Current Investment Laws
Investment Policy
Investment Procedures
Investment Instruments
Yield Curve Analysis
Investment Strategies & Practices
Use of Computerized Information

Debt Management – 6 Hours

Debt Policy
Capital Improvement Plan
Debt Services Funds
Debt Types (Bond) & Structure
The Right Debt Instrument/Financing
Alternatives
Method of Sale
Selecting Service Providers & Rating Agencies
State Law

Internal Controls/Fraud Detection – 4 Hours

Establishment of Internal Controls
Monitoring of the Internal Control Structure
Keeping Losses to a Minimum
Embezzlement & Fraud

Ethics & the Treasurer – 6 Hours

Disclosure Requirements
State Conflict of Interest Laws
Ethical Questions and Behavior

State Laws & Regulations – 4 Hours

Principles of Taxation
Liens & Foreclosures
Miscellaneous Laws Affecting Treasurers

Financial Reporting – 4 Hours

Investment
Revenues and Expenditures
To Mayor and Council
To Public
Annual Reports

Revenue Collections – 4 Hours

Developing a Collection Program
Collection Calls & Letters
Collection Techniques
Credit Cards & Electronic Payments
Collection Agencies

Public Budgeting – 6 Hours

Budget Types
Line Item vs. Object Budgets
Budget Transaction Types
Budget Techniques
Financial Planning

Technology – 4 Hours

Internet
Evolving Technology
Technology in the Workplace



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Disaster Preparedness – 4 Hours

Creating a Disaster Preparedness Plan
Creating a Mobile Office
Using Technology to Implement a Plan

Personnel Management – 4 Hours

Conflict Management
Employee Performance & Appraisal Systems
Leadership Styles
Hiring, Discipline & Termination
Sexual Harassment
Fair Labor Standards Act
Increasing Employee Motivation
Quality through Employee Involvement

Communications & Public Relations – 6 Hours

Oral Presentation Skills
Conducting a Meeting
Listening Techniques
Effective Writing
Using Graphs as Communication Tools
Citizens, Neighbors & Special Interest Groups
Dealing with the Media
Economic Development & Revitalization

Organizational Management – 10 Hours

Organizational Models
Cultural Diversity
Written Procedures
Controlling Work Flow
Implementing Technology with On-the-Job
Training
Retention & Disposal Schedule
Comparison of Record Systems
American Political Science
Politics and the Organization
State Legislative and Executive Process
Local Legislative Process
Analytical Thinking
Problem Solving Techniques



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Sample Training Point Tally Sheet

Used for Advanced/Master Training Programs

Points are assigned by APT US&C upon review of Training Program Materials

**Name of Training Program
Host Organization
Date/Location**

This sheet will serve as a record of your participation at the NAME OF TRAINING PROGRAM. Use this sheet to keep track of education points earned. There are a possible 9.00 CPFA points and 12 ACPFA points for this event.

Instruction Time	Topic Title	Topic Description	Speaker	CPFA Points	ACPFA Points
3 Hours	Understanding and Bridging Communication Gaps in the Workplace	A blended approach to improving effective communication skills with a focus on intergenerational dynamics in the workforce. This active learning workshop will provide a greater understanding of the increasing value of adaptive engagement and communication within your organization and the constituents you serve.	Name Organization/ Business	1.5	3
2 Hours	Managing Investments	The moderator will guide this expert panel on a comprehensive discussion on the importance of how managing your investments can and should strengthen your financial goals. A concentrated focus on the practitioner role/cash flow, securities and pooled funds, auditing concerns; and more.	Name Organization/ Business	1.0	2
2.5 Hours	Latest in Legislative News	Hear the latest on legislative updates, the impact on our municipalities and what can be done to educate ourselves and our community about their effects.	Name Organization/ Business	1.25	0
2 Hours	Managing Your Future: Preparing for Life's Challenges	You will gain insight into the five key areas to manage your future through personal wellness: physical, academic, social, emotional and financial.	Name Organization/ Business	1.0	0
1.5 Hours	Update from Treasury	Learn about the latest changes from the State Treasury Department and their impact on municipalities. Specific topics to be addressed include the changes in the Chart of Accounts, (and, the date for compliance), Revenue Sharing, Disabled Veterans Property Tax Exemption and any changes to required state reports and due dates.	Name Organization/ Business	.75	0
2 Hours	Breakout – Governmental Accounting Standards Board Update	It may feel like the Governmental Accounting Standards Board is constantly making changes that impact your annual financial statements. This session will help to make sure you are comfortable recent changes and look ahead to other changes on the horizon. Topics will include tax abatements, pension, fair value, and retiree healthcare.	Name Organization/ Business	1.0	2.0
1.5 Hours	Financial Policies: What's Expected vs. What's Required	Each municipality has many policies and procedures to follow. This presentation dives into policies and procedures required by the state and federal government.	Name Organization/ Business	.75	1.5
3.5 Hours	Internal Controls and Fraud Prevention	An in-depth review of the latest financial schemes and scams affecting municipalities. This interactive presentation will give Municipal Treasurers specific, effective tools and strategies that can be immediately implemented to fortify their organizations and protect them from internal and external fraud attempts	Name Organization/ Business	1.75	3.5