



Association of Public Treasurers of the United States and Canada

Certified Public Fund Investment Manager (CPFIM/ACPFIM) Recertification Guidelines

Board Approved February 2020

The nationally recognized Certified Public Funds Investment Manager (CPFIM) and Advanced CPFIM certification (ACPFIM) programs are designed to provide the confidence and knowledge to manage investments.

In the CPFIM program, participants will learn about Investment Instruments; Banks, Brokers & Advisors; Cash Flow; Governance & Investment Policy; Safety, Liquidity & Yield; and Defining Strategy.

The ACPFIM Program take a deeper look into Analysis and Investment Strategy. Participants will gain a more thorough knowledge of how to quantify an investment policy objective and the tools needed to achieve it.

The CPFIM and ACPFIM designations are a five-year certification. The CPFIM is awarded to individuals who complete the six-hour training course and pass the CPFIM exam with a score greater than 70%.

To qualify for the ACPFIM, individuals must first complete the CPFIM program before attending the ACPFIM 4-hour training plus testing. Membership is not a requirement for the CPFIM/ACPFIM certifications.

Individuals must renew the certifications every five years by meeting the following guidelines:

Applicant for CPFIM/ACPFIM Recertification must:

1. Believe in and practice APT US&C's Code of Ethics (as adopted).
2. Demonstrate 35 points in a combination of experience and education in the five years since their last certification (see point overview on the next page).
3. Submit a non-refundable fee (\$125 for APT US&C Members; \$175 for non-APT US&C members). The application fee will be waived for the second submission if the first attempt at re-certification is unsuccessful. The fee includes application processing and a new certification plaque/insert.

The recertification application may be submitted at any time during the year that certification expires. To be recognized at the APT US&C Conference, the application must be received by June 1st.

Note: an individual whose application is not approved by the Accreditation Committee will be notified of the Committee's decision and the steps needed to maintain the certification. Should the candidate disagree with the Committee's ruling and recommendation on how to earn the necessary points for certification, the candidate may appeal the Committee's decision. The appeal must be sent in writing to APT US&C headquarters within thirty (30) days of notification of the Committee's decision. The Committee Chair, within thirty (30) days, shall reconsider the circumstances and reverse the decision or submit the appeal to the Board of Directors for final determination.



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CPFIM/ACPFIM Recertification Points Chart

Experience Points <i>All points must be earned since last certification</i>	Points	Maximum Allowed
Work at a municipal government entity or a special district or retirement system (as defined by APT US&C membership) with direct responsibility of the oversight and/or management of investments of public funds.	2 per year	10
Work at a business/corporation that supports the oversight and/or management of investments of public funds for municipalities.	2 per year	10
Serve as a member of an Investment Committee or Board Member offering guidance and/or oversight of investments of public funds.	1 per year	5
Earn/maintain a recognized national professional achievement certification program related to treasury management (e.g., Certified Treasury Professional - CTP, Certified Government Financial Manager - CGFM, Certified Public Finance Officer - CPFO, Certified Management Accountant - CMA).	2 points for each certification earned; 1 point for each certification maintained	15
Earn the APT US&C Advanced Certified Public Funds Investment Manager certification	N/A	15

Education Points <i>All points must be earned since last certification</i>	Points	Maximum Allowed
Masters or Doctoral degree.	N/A	30
Bachelor degree in public administration, accounting, finance or related field.	N/A	20
Associate degree in public administration, accounting, finance, or related field.	N/A	10
Attend an APT US&C CPFIM Recertification class.	N/A	10
Attend investment training classes offered by APT US&C or a State/Province Affiliate Association of APT US&C.	1 point for every 1 hour of instruction	25
Attend investment training classes offered by non-APT US&C state or province Associations.	1 point for every 2 hours of instruction	25
Achieve APT US&C Certification of your Investment Policy	N/A	10
Retake the CPFIM or ACPFIM training program and pass the exam.	N/A	35

CPFIM Recertification applicants must demonstrate a minimum of 35 total points between both experience and education categories.



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CPFIM Recertification Application

Complete this form and upload with your online CPFIM Recertification application,
along with supporting documentation of qualifying points.

Experience

Present Position. Submit certification of election or letter verifying election or appointment to office, including dates of service, to earn points. An APT US&C Job Verification Form may be included.

Position _____ Employer _____

Dates Employed: From _____ To _____ Total Years _____

Job Responsibilities (or attach job description) _____

Other Position(s) held in the last five years, if applicable.

Position _____ Employer _____

Dates Employed: From _____ To _____ Total Years _____

Job Responsibilities (or attach job description) _____

National Professional Achievement Certification(s). Include proof.

Certification _____ Year Earned _____

Certification _____ Year Earned _____

Certification _____ Year Earned _____

Investment Committee/Board Member

Organization _____ Year(s) Served _____

Organization _____ Year(s) Served _____

TOTAL EXPERIENCE POINTS _____



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Education

Associate, Bachelor, Masters or Doctoral Degree. Include Transcript.

Degree _____ Major _____

College/University _____ Date Received _____

Degree _____ Major _____

College/University _____ Date Received _____

Advanced CPFIM Training. Include certificate of completion.

Training Location _____ Training Date _____

Investment Training Classes. Include proof of attendance.

Training Title _____ Training Hours _____

Sponsored/Hosted by: _____ Training Date(s) _____

Course Description _____ Instructor's Name _____

Training Title _____ Training Hours _____

Sponsored/Hosted by: _____ Training Date(s) _____

Course Description _____ Instructor's Name _____

Training Title _____ Training Hours _____

Sponsored/Hosted by: _____ Training Date(s) _____

Course Description _____ Instructor's Name _____

Training Title _____ Training Hours _____

Sponsored/Hosted by: _____ Training Date(s) _____

Course Description _____ Instructor's Name _____

Training Title _____ Training Hours _____

Sponsored/Hosted by: _____ Training Date(s) _____

Course Description _____ Instructor's Name _____

TOTAL EDUCATION POINTS _____



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Summary

Total Experience Points _____

Total Education Points _____

TOTAL POINTS _____ (35 minimum points)