

AMCTO ID # 123456

PDU Maintenance

Program Guidelines

As a current active Member of AMCTO who holds the **AOMC designation** you are required to maintain the designation within the established five (5) year PDU maintenance program. This will require you to participate in professional development activities over a five (5) year cycle and report the activities to AMCTO PDU Log.

You will receive a notice from AMCTO every five (5) years asking for submission of the PDU Log. You are required to keep supporting documentation for all PDUs claimed, as random audits will be conducted, however, supporting documentation will not be required at the time of submission of the PDU Log.

100 PDUs are required in one (5) year cycle. Professional development units claimed must relate to one of the three AOMC core principles. There must be a minimum of 50 PDU's claimed under Continuing Education and Professional Development and the other 50 can be claimed in any category. The categories in which PDU's may be claimed are:

Continuing Education and Professional Development	Teaching and Presenting
1 hour of activity = 1 PDU	1 hour of activity = 1 PDU
Professional Writing	Community Involvement
1 hour of activity = 1 PDU	1 hour of activity = 1 PDU
Sharing your Knowledge	Self-directed learning (non-structured)
1 hour of activity = 1 PDU	2 hours of activity = 1 PDU

Questions? Contact accreditation@amcto.com

AOMC PDU LOG: MAINTENANCE OF DESIGNATION

Category	Description of Acceptable Activities related to the MUNICIPAL SECTOR	Identify which of the AOMC core principles the information demonstrates: 1. Defining a professional standard 2. Driving the profession forward 3. Commitment to continuous learning and development	# of PDUs claimed
Continuing Education and Professional Development (Minimum of 50 PDUs required in this category)	Attending educational courses offered by AMCTO; other relevant educational courses, conferences, workshops, seminars or symposiums. Professional development – completing an academic course offered by a university or college Required Information: ✓ Apply your activity to one of the three core principles ✓ Name/Topic and date(s) of course/session/program: Name of Certificate/Degree granted if any ✓ Certificate/note of completion Additional Required Documentation (if audited): Registration receipt, syllabus	SAMPLE OF COMPLETED PDU LOG SECTION Commitment to continuous learning and development: 6/14/2021 – AMCTO Annual Conference – Virtual (2 days) 3/31/2022 – Municipal Clerks Forum – Virtual (1 day) 6/13/2022 – AMCTO Annual Conference - Niagara Falls (2 days) 8/29/2022 How to Develop a Successful Council & Board Orientation (AMCTO Workshop) Aug 29th, 12–2 PM – Why Should you Have an On-Boarding Program? Aug 30th, 12–2 PM – Effectively Communicate Priorities & Make On-Boarding Engaging Aug 31st, 12–2 PM – Wrap-Up & Sample Guidelines to Build your Program 9/29/2022 – AMCTO Municipal Leaders Forum – Virtual (1 day) 11/24/2022 – AMCTO Municipal Lottery Licensing Refresh and Updates - Virtual (1 day) AMCTO Member ID: 123456 John Smith Municipality of AMCTO 1 Amcto Street Town, Ontario A1A 2B2	14 7 14 6

