



PDU Maintenance Program Guidelines

As a current active Member of AMCTO who holds the CMO or AMP designation you are required to maintain the designation within the established three (3) year PDU maintenance program. This will require you to participate in professional development activities over a three (3) year cycle and report the activities to AMCTO PDU Log.

You will receive a notice from AMCTO every three (3) 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.

60 PDUs are required in one (3) year cycle. Professional development units claimed must relate to one of the 8 competencies. There must be a minimum of 30 PDU's claimed under Continuing Education and Professional Development and the other 30 can be claimed in any category. The categories in which PDU's may be claimed are:

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

CMO PDU LOG: MAINTENANCE OF DESIGNATION

60 PDUs are required in one (3) year cycle. Professional development units claimed must relate to one of the 8 competencies. There must be a minimum of 30 PDU's claimed under Continuing Education and Professional Development and the other 30 can be claimed in any category.

SAMPLE COMPLETED PAGE OF PDU LOG

Category	Description of Acceptable Activities related to the MUNICIPAL SECTOR	List your information in this column. Identify which of the 8 competencies the information relates to (Municipal Operations, Service Delivery, Financial Management, Leadership, Strategic and Organizational Management, Government Relations and Citizen Engagement, Communication, Human Resource Management)	# of PDUs claimed
Continuing Education and Professional Development <i>(Minimum of 30 PDUs required in this category)</i>	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: <ul style="list-style-type: none"> ✓ Apply your activity to one of the 8 competency categories ✓ Name/Topic and date(s) of course/session/program: Name of Certificate/Degree granted if any ✓ Certificate/note of completion 	Leadership: 11/17/2022 Municipal Governance Training – AMCTO 6/11/2022 AMCTO Annual Conference – Niagara Fall (2 days) 5/10/2022 Municipal Leaders Forum - AMCTO (1 day) <div style="border: 1px solid black; padding: 5px;"> <p>Member Profile Tuesday, December 15, 2022 AMCTO Member ID: 123456</p> <p>John Smith 1 Smith Street Town, Ontario</p> <p><u>AMCTO Course/Event Attendance Record</u></p> <p>11/17/2022 Municipal Governance Training – AMCTO 6/11/2022 AMCTO Annual Conference – Niagara Falls (2 days) 5/10/2022 Municipal Leaders Forum – AMCTO (1 day)</p> <p><i>Excerpt from AMCTO Member Record</i></p> </div>	7 14 7