

CMRTA



CERTIFIED REVENUE OFFICER PROGRAM

RE-CERTIFICATION PROCESS

Why Should I Apply For Re-Certification?



- ✓ Certification recognizes you as a professional who is informed on current issues and practices
- ✓ It demonstrates your commitment to excelling in your field
- ✓ It acknowledges your acquired training in various aspects of revenue collection
- ✓ Attendance at CMRTA quarterly meetings or conferences provides you with valuable networking opportunities and resources

What Are the Requirements for Re-certification?



- You must be a current CMRTA member in good standing
- Completion of 50 hours of continuing CMRTA training in any CRO category
- You must apply for re-certification within 2 years of your recent expiration date
- **Once the 2-year grace period has lapsed, you will need to apply as a “new” applicant and start over**

Where Do I Get An Application?

- Go to www.cmrrta.org and log in
- Select “CRO Program/Awards”
- Select “CRO Program”
- Select “CRO Downloadable Forms”
- Download the forms you need



The screenshot shows the website for the California Municipal Revenue & Tax Association (CMRTA). The header features the CMRTA logo and navigation links for Login, Join CMRTA, and Contact Us. A sidebar menu on the left lists various site sections, with 'CRO Program / Awards' highlighted. The main content area is titled 'CRO Program / Awards' and contains a paragraph explaining the association's recognition programs, followed by a bulleted list of available forms.

CMRTA
California Municipal Revenue & Tax Association

Login • Join CMRTA • Contact Us

Home Page
About CMRTA
Rosters / Add Reps
Divisions
Associate Member and Agency Links
Calendar / Registration
Annual Conference / State Board Meetings
CRO Program / Awards
• Certification Representatives
• CRO Program
• Bruno Marchetti Award

CRO Program / Awards

The California Municipal Revenue and Taxation Association acknowledges the outstanding achievements of its members through awards and certification programs. The recipients of these awards and those who are certified are recognized as the top professionals in the municipal revenue field. Once a year, the organization awards the Bruno Marchetti Award and the Lighthouse Award for Excellence at the Annual Conference. Those members who have gained considerable experience working in the municipal revenue field qualify to become a Certified Revenue Officer.

- **Certification Representatives**
- **CRO Program**
- **Bruno Marchetti Award**
- **Lighthouse Award**
- **Al D. Capuchino Merit Scholarship**

Application For Re-certification




Fill out an “Application For Re-certification”.

Please document your 50 hours of CMRTA training on this application

Only CMRTA training acquired after your recent certification or re-certification qualifies

If you serve as an officer at the Division or State level, each year of service counts as 10 hours of training.

You may attach a spreadsheet if you prefer.

 **CALIFORNIA MUNICIPAL REVENUE & TAX ASSOCIATION**

APPLICATION FOR RE-CERTIFICATION

Applicant's Name _____
(Please print as it will appear on certificate)

Home Address: _____

Telephone Number: Day _____ Evening _____

Applicant working for the City of: _____

Your check made payable to California Municipal Revenue & Tax Association in the amount of \$35.00 must be enclosed.

I have fulfilled the re-certification requirements of 50 hours of combined training, service to CMRTA and/or writing section of the CMRTA manual as follows:

(Use additional sheets of paper if necessary)

Signature: _____ Date _____

(Revised 01/2015)

CRO Training Category Key



TRAINING CATEGORIES

KEY

Business Tax Skills

“B”

Collection Skills

“C”

Laws and Regulations

“L”

Management Theory & Skills

“M”

CMRTA Information

“I”

General Information & Skills

“G”

Revenue Sources other than Bus. Licenses

“H”

Attendance at CMRTA meetings

“A”

CMRTA Training Information

Training should be acquired through the CMRTA:

- Meetings
- Conferences
- CMRTA DVD Library

Most CMRTA training represents **one** hour of training.

The following sessions **do not** qualify as training:

- General Session
- Technology Update
- General Business at Quarterly Meetings
- Exchange of Expertise at Quarterly Meetings

A class may fulfill more than 1 category, however it may only be used once.

Outside training can fulfill some hours, **however:**

- Outside training is limited to 6 hours for *Initial Certification*; 10 hours for *Recertification*
- Class must be relevant to the CRO categories
- Class must be reviewed and approved by the Certification Committee ***beforehand***

Save your agendas! Pencil in your classes as you complete attendance.

Refer to the CRO List of Categories.

Some Division agendas are already categorized for you.

Submit Your Application



Mail the completed application for re-certification and fee to your CRO Division Representative

- **Re-certification application fee - \$35**
- **Checks should be made payable to CMRTA.**

Current CRO Division Representatives

Division I and II

Desiri Vink, CRO

Administrative Services Department

City of Emeryville

1333 Park Avenue

Emeryville, CA 94608-3304

Phone: 510-596-4325

FAX: 510-658-8095

Email: dvink@Emeryville.org

Division III

Maria Ibarra Villaseñor, CRO Chair

City of Commerce

2535 Commerce Way

Commerce, CA 90040

Division IV

Dixie Keshavarzi

City of San Diego

P O Box 1222 8 9

San Diego CA 92112-22 8 9

(6 19) 6 15-1500

dkeshavarzi@sandiego.gov

(323) 722-4805, Ext. 2327

mariai@ci.commerce.ca.us

Announcements



CRO's with upcoming expirations have received a courtesy notice regarding their CRO status.

Applying for re-certification does not require an exam, and you may submit your application at any time during the year. It's best to do this before your current CRO certification expires.

You may still apply for re-certification for up to two-years from your most recent CRO expiration date. **After the two-years have passed, you have to:**

- **Start over and apply as a “new” CRO.**
- Applying within the 2-year window, does not extend your expiration date
- Certification will expire 5 years from the most recent expiration date.

First-time Applicants (Initial Certification)

First-time applicants will have an opportunity to take the exam at the Annual Conference in October. **The deadline for application and payment submittal is September 9th. No exceptions.**

It's possible to take the CRO exam at one of your Division quarterly meetings. **However, you will need to contact your CRO Division Representative to make arrangements. Your Division Representative will determine if the meeting location has a suitable area to properly administer the exam.**

For details about the application process for initial certification, review the presentation “Initial Certification” or contact your CRO Division Representative.