POLICIES AND PROCEDURES FOR MAINTAINING CGFO STATUS

1. Bi-Annual continuing professional education (CPE) reporting periods end on June 30. A new certificate holder's first bi-Annual reporting period shall run from the date of certification until next June 30 plus two (2) years. Subsequent reporting periods shall be every two (2) years. For example, those first certified in November 2026, and March 2027 will have their first reporting period end on June 30, 2029.

   Renewals completed after July 31 of the reporting year are late and subject to a $25 late fee.

2. A new certificate holder who holds a Florida Certified Public Accounting License may request a short renewal period to enable their renewal period to coincide with their Florida CPA renewal period. If this election is taken, 40 CPE credits would be required for their first renewal period (from certification date to the next June 30 plus one year). For example, those first certified in July 2026 will have their first reporting period end on June 30, 2028.
3.

4. In any given two-year reporting period, each certificate holder must have completed a minimum of 80 hours of continuing professional education, of which at least 8 hours must have been in accounting or auditing and of which no more than 20 hours may be in behavioral subjects. Educational instruction or training in the following subjects or courses of study are formal programs of learning, which enhance the professional competency of certificate holders and relates to their work requirements.

   a. Accounting-related subjects or courses include, but are not limited to, governmental accounting (including current authoritative literature in generally accepted governmental accounting principles and the Pronouncements of the Governmental Accounting Standards Board), financial accounting (including current authoritative literature in generally accepted accounting principles and the Pronouncements of the Accounting Principles Board and the Financial Accounting Standards Board) and accounting for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.).

   b. Auditing-related subjects or courses include, but are not limited to, Government Auditing Standards, as may be revised from time to time, issued by the Comptroller General of the United States, commonly referred to as the "Yellow Book," general auditing theory and practice (including current authoritative literature in generally accepted auditing standards and the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants), auditing for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.) and audit applications to computers and information systems.

   c. Technical business-related subjects or courses include, but are not limited to, debt administration, treasury and cash management, pension administration and operating and capital budgeting.

   d. Related subjects include, but are not limited to, taxation, human resources management and general business (including, but not limited to, economics, business law, production or operational systems, marketing, finance, quantitative applications in business and business policy and computers and information systems without audit applications).

   e. Behavioral subjects or courses include, but are not limited to, oral and written communications, the

social environment of government/business and managerial effectiveness, and leadership.

Formal correspondence or self-study programs must have a registration requirement, be developed primarily as an educational activity, provide evidence of satisfactory completion and conduct an evaluation to determine whether learning objectives were met. Continuing professional education credit for formal correspondence or self-study courses shall be an amount equal to the average completion time established by the course sponsor or actual completion time by the certificate holder, whichever is less.

Certain types of activities DO NOT qualify for CPE credit because they are not sufficiently related to the practice of governmental accounting or because they are not structured as formal courses. The following DO NOT qualify for CPE credit:

- Proctoring examinations such as the CGFO or CPFO.
- Attendance at Software Users Group Conferences.

The certification committee may ask for additional information regarding CPE classes that are not sponsored by recognized professional organizations approved by the National Association of State Boards of Accountancy, including the FGFOA and GFOA (including local chapters), FLC, ASPA, FICPA, AICPA, Fitch Training, Institute of Internal Auditors, Municipal Treasurers' Association, Ultimate CPE, Florida Department of Business Professional Registration, and National Registry of CPE Sponsors, especially in-house training.

5. A certificate holder may earn up to 10 CPE hours for professional involvement within a reporting period as follows.

    a. Five (5) CPE credits per year are earned for serving as either a FGFOA or GFOA officer, director, or committee chair, or a local chapter president.

6. Double hours are allowed for instructing a qualified initial session.

    a. Instruction includes only those contact hours directly taught by the individual.
    b. Subsequent presentations, instruction of a topic qualifies for single hours.

7. A CPE hour of credit shall be granted for 50 minutes of educational contact in a training setting. Fractional hours may be reported for individual sessions (i.e., 25 minutes equals .5 CPE and totaled. However, if the total CPEs reported results in a fractional hour, they must be rounded down to the nearest whole hour (i.e., 79.5 CPEs equal 79 CPE hours, not 80).

8. In a college class setting 12 CPE credits will be granted for classes based on the Quarter System and 15 CPE credits will be granted for classes based on the Semester System (i.e., 45 CPEs will be granted for a 3-credit hour course) with a Grade C or higher. For each reporting period, double hours are allowed for instructing a qualified initial session. The second instruction of a topic qualifies for single hours and none for subsequent presentations. Eligible classes must be junior or senior level classes to include but are not limited to accounting, budgeting, finance, risk management, debt administration, treasury and cash management, pension administration, taxation, economics, business law, etc.

9. Each certificate holder must complete an Ethics course approved by the FGFOA Board i.e., any course approved by the Department of Professional Regulation (DBPR) or successfully pass the open book Code of Ethics for Public Offices and Employees Examination prior to renewal of their Certificate.

   For Certificate holders taking the open book exam, a minimum score of 75% is required for a passing score. Should a certificate holder not achieve a minimum score of 75%, a second open book Ethics Exam will be administered. Should a certificate holder not pass the second exam, they will be required to complete the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other approved training course.

10. CGFOs are responsible for updating their non-FGFOA sponsored education credits on the FGFOA website (see instructions below).

11. CPEs reported are reviewed by a subcommittee of the certification committee and subject to random audit. The committee reserves the right to review all submissions and request additional information. Supporting documentation must be maintained by each certificate holder for a period of two years after their reporting date.

12. Failure of a certificate holder to maintain membership in the FGFOA, either active membership or associate membership within a six-month grace period, will cause the certificate to be suspended. To return to active status, a certificate holder must pay the current annual active membership fee for each year membership in the FGFOA was not maintained, plus a fifty-dollar ($50) reinstatement fee.

    Failure to report CPEs or to make up any deficiencies in CPEs reported, within the six-month grace period following notification by regular first-class mail and email to the last known addresses of the certificate holder, will cause the certificate to be suspended. In order to return to active status, the CGFO must complete ten hours of CPE in addition to that required in the bi-annual period being made up. Any hours being reported for one bi-annual period cannot be reported in subsequent reporting periods.

13. While on suspended status the CGFO designation cannot be used. A certificate on suspended status for more than two years shall be revoked. In order to be certified once a certificate has been revoked, a member must reapply and meet all the requirements of becoming a CGFO, including taking and passing the exam.

14. Upon retirement, a CGFO may request their certification be placed on retired status. Retired CGFOs are no longer subject to bi-annual renewals. Lacking a request from the certificate holder, the FGFOA Board may place a certificate on retired status.

15. Associate members must also meet requirements to qualify for renewal of their CGFO. Associate members must have completed the bi-annual requirement of a minimum of 80 hours of continuing professional education, of which 25% (20 hours) must be obtained through training in person or webinars offered by a combination of the associations listed below:

    i. GFOA
    ii. FGFOA
    iii. Chapters of the FGFOA

Demonstration of this requirement must be provided prior to the FGFOA prior to the renewal of their CGFO

review course.

CGFO CLASSIFICATIONS

Active CGFO – is defined as a CGFO employed by a governmental agency professional member and is current with dues and other reporting requirements.

Active Retired CGFO - is defined as a CGFO retired from a governmental agency and is current with dues and other reporting requirements.

Associate CGFO - Is defined as a CGFO not employed by a non-governmental agency professional member whose work is closely related to governmental finance functions who was an Active Member when they obtained their CGFO. An Associate CGFO is eligible to be a review instructor for any topics that they are qualified to instruct.

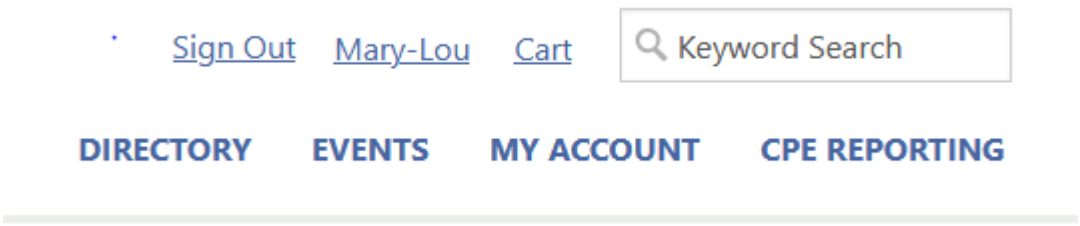
Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as "CGFO/Retired". Under this classification, there is no requirement to maintain their dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed the Florida Commission on Ethic's online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

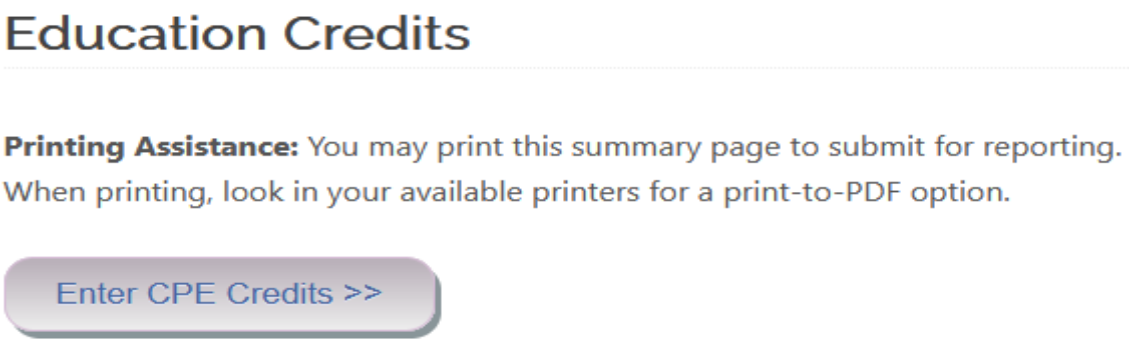
INSTRUCTIONS FOR ENTERING CPEs AND COMPLETING BI-ANNUAL RENEWAL

1. Enter all non-FGFOA sponsored education credits including Local Chapter on the FGFOA website as follows:
    a. Log in to your FGFOA account: https://fgfoa-members.flcities.com/

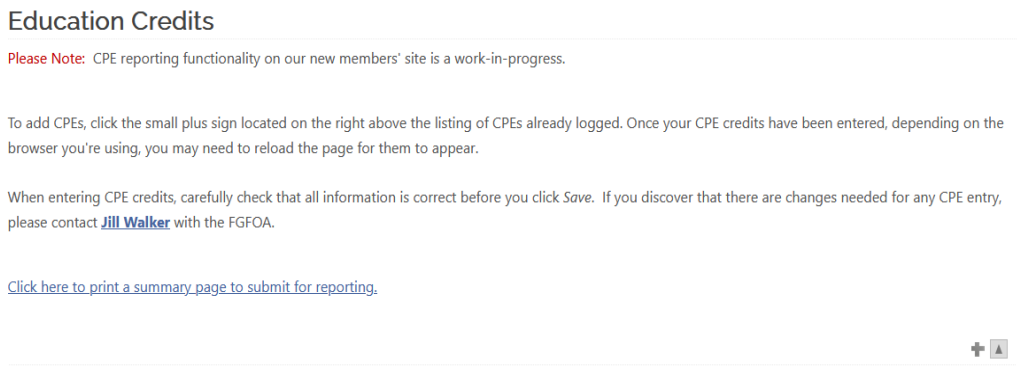
    b. Select CPE REPORTING



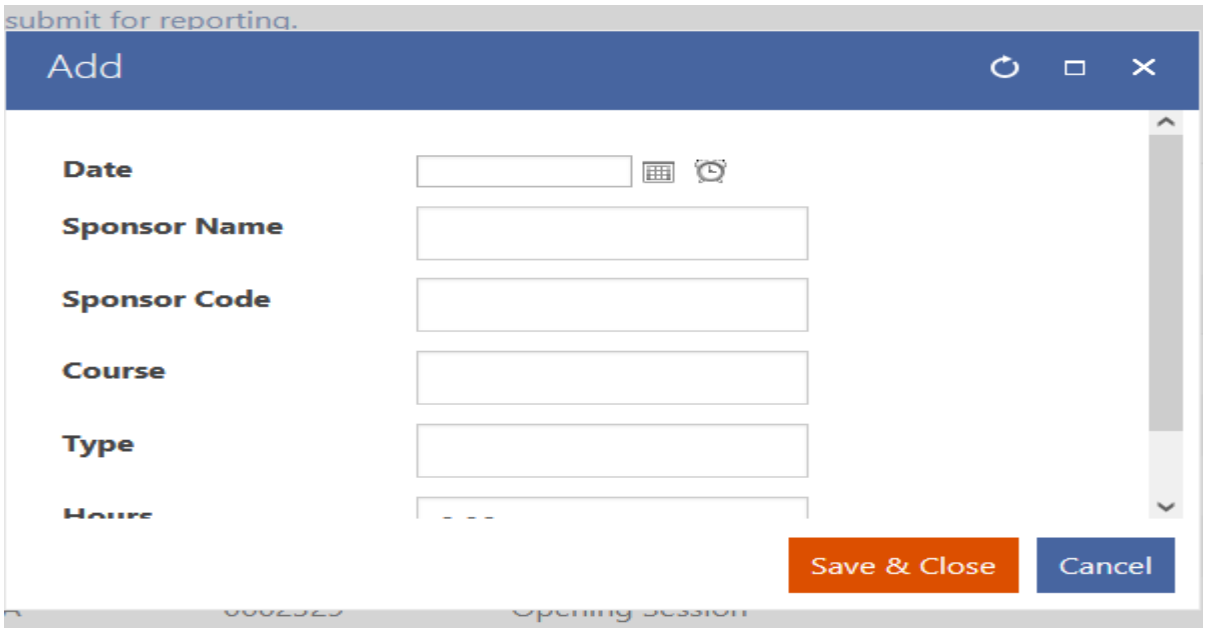
    c. Select Enter CPE Credits



d. Click on the + sign



e. Enter data, then Save & Close, repeat steps for additional entries.



2. CGFOs are notified via email when it is time to renew and must complete the following steps:

    a. Log onto the FGFOA website and pay the recertification fee (to defray administrative costs, a review and continuing certification fee of $40.00 is due with each bi-annual renewal).
    b. Ensure your CPEs recorded for the period total at least 80 and are in compliance with the requirements set forth in this document.

    Instructions to run Report:

    1. Enter dates of your renewal period
    2. Select FIND



    3. Export Results



    c. Ensure the Ethics requirements have been satisfactorily met.
    d. Ensure Annual FGFOA dues are paid.
    e. Complete the CGFO Renewal Confirmation (via link in Renewal Notice).