

Stand Out as a Leader
in Your Community.

GET CERTIFIED.



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CERTIFIED BOROUGH OFFICIALS PROGRAM

Your job as a borough official evolves on a regular basis. From responding to emergency situations to crafting operating budgets, you need the resources and skills to keep up with the ever-changing local government landscape.

The Pennsylvania State Association of Boroughs (PSAB) created the voluntary Certified Borough Officials Program (CBO), to give you the training you need to help you manage issues in your community. The CBO program is managed through PSAB's Training and Professional Development Department. Upon completion, you receive a certificate of achievement at the PSAB annual conference awards ceremony.

The CBO Certificate of Achievement encompasses three areas of professional development:

- Completion of required training credits through PSAB webinars and classroom training including PMPEI programs and the PA Municipal Legal Update
- Demonstration of official leadership requirements
- Attendance at PSAB annual and fall conferences

All CBO requirements should be completed within four years. The CBO Program requires a completion of 66 total credit hours, which must be accumulated within a four year period with five credit hours from each of the six categories listed, and an additional 36 hours in any category of your choice.

CATEGORIES

- Category 1 - Leadership
- Category 2 - Intergovernmental Cooperation
- Category 3 - Infrastructure Management
- Category 4 - Municipal Services
- Category 5 - Municipal Personnel
- Category 6 - Finance

LEADERSHIP REQUIREMENTS

For elected borough officials, this requirement consists of serving as a borough council member or mayor and demonstrating active leadership in community improvement projects. For appointed borough officials, this requirement consists of holding a leadership position in a community organization and demonstrating active leadership in community improvement projects. Participants will be asked to supply PSAB with the appropriate documentation. During the four year CBO enrollment period, you must attend a minimum of two PSAB annual conferences and one PSAB fall leadership conference.

FREQUENTLY ASKED QUESTIONS

WHY SHOULD I BECOME A CERTIFIED BOROUGH OFFICIAL?

Becoming a CBO benefits both you and your community. The training you receive will help you balance borough budgets, improve municipal services, and effectively deal with other challenges facing your community on a higher level. It will provide you with leadership skills to build better teamwork and cooperation within your council, with local businesses, and with neighboring municipalities. The CBO process will give you the opportunity to discuss your borough's concerns with like-minded officials from across the state who are facing similar situations. The CBO designation also demonstrates your personal commitment to excellence and professional development.

WHAT IS THE COST OF THE CBO PROGRAM?

There are no special enrollment fees or additional registration fees charged for the CBO program. Registration fees are charged for classes offered at regional sites across the state, based on the length of the session. Special CBO training sessions offered at PSAB's conferences do not carry an additional fee beyond the normal conference fee.

HOW DO I RECEIVE CREDIT FOR TRAINING?

It's easy. PSAB will track all of your credit hours for you. You will receive one credit for each webinar you attend. Credits for on-site classroom training are determined based on hourly increments. You will also receive three credits each at the annual and fall conferences and 11 credits by attending the annual PA Municipal Legal Update. You will also earn an additional three credits at the annual conference by attending the CBO session. By attending the Newly-Elected Officials Training, you can also earn 12 credits.

HOW DO I MAINTAIN MY CERTIFICATION?

Professional certifications are generally subject to periodic renewal and continuing education requirements so that individuals will remain current on changes in their profession. In line with this practice, although the CBO certification is voluntary, CBO designations are subject to review and renewal each four-year period from the original program completion. **In order to maintain the CBO designation, you must attend at least one training session per year, and one of the following:**

- Presiding at a conference session
 - Volunteering at the PSAB Annual or Fall Conference
 - Attending a County Boroughs Association (CBA) meeting as verified by the president or secretary of the CBA
 - Presenting a session at a PSAB conference
 - Writing an article for the *Borough News Magazine*
 - Volunteering to serve on a PSAB committee
 - Speaking at a County Boroughs Association meeting (other than your own)
 - Mentoring a Junior Council Person
 - Developing and/or delivering a course for PSAB
- Please note: PSAB reserves the right to determine eligibility for this voluntary certificate of achievement award based on additional criteria and/or special circumstances. The Certified Borough Official Certificate of Achievement Program is not recognized as a state certification program.*



Mark Hall, Clarion Borough



Sandra Conrad, Littlestown Borough

For a list of other frequently asked questions, visit www.boroughs.org under "Training".

To register for the CBO Program, contact:

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PSAB