



Extensions or Lapsed **Certifications**

Oregon Government Finance Officers Association **Professional Finance Officer** **Certification Program**

OGFOA Administrative Services
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Extensions for Initial Certification

An extension of the four year accrual period may be granted in certain circumstances.

If more time is required to accumulate the necessary points for certification, the participant should write a letter to the Certification Committee requesting an extension and providing a specific plan that includes a target date for completion. The Committee will consider the request at their next regularly scheduled meeting. Requests for extensions should be submitted before the end of the normal four year period.

Extensions for Maintenance Requirements

An extension of the two year maintenance period may be granted in certain circumstances.

If more time is required to accumulate the necessary points for certification maintenance, the participant should write a letter to the Certification Committee requesting an extension and providing a specific plan that includes a target date for completion. The Committee will consider the request at their next regularly scheduled meeting. Requests for extensions should be submitted before the end of the normal two year maintenance period.

Lapsed Certification

Program participants who do not submit the required point report and \$25.00 maintenance fee by January 31st will not be recognized for certification maintenance at the Spring Conference. However, they will have a grace period until June 30 of that year to submit the required materials and fee in order to maintain their certification. If a participant does not provide the required items by June 30th of the year following the end of their official maintenance period, that participant's certification designation will be considered to be lapsed.

In order to reinstate a lapsed certification designation, the participant must provide documentation of 65 points for the most recent two year period by the next January 31 filing deadline and pay a \$50.00 reinstatement fee (see reinstatement check box on maintenance report form).

Oregon Government Finance Officers Association
Professional Finance Officer
Certification Program
Point Report Form

During the initial four year certification period this form must be submitted every year by January 31st for the prior calendar year. Totals from each annual report must be reflected on the *Request for Award of Certification* form, which is submitted when all requirements have been met.

This form must be submitted by January 31st following the end of each two year maintenance period.

Check one: **Pre-Certification Annual Report**
 Post Certification Maintenance Report (include \$25.00 maintenance fee)
 Reinstatement Maintenance Report (include \$50.00 reinstatement fee).

Program Participant Information

Name _____ Title _____
 Organization _____
 Address _____
 Phone _____ FAX _____ Email Address _____

Point Summary for Calendar Year(s) _____

(Use 1st yr column for Pre-Certification Annual reports &
 1st & 2nd yr for Maintenance reports) 1st yr 2nd yr

Page 2 to this form is a sample for recording each qualifying event, the category and points accrued during the year. You may substitute your own spreadsheet in this format. If the event/course title is descriptive of the content, no other documentation is required. Attach any supplemental documentation necessary behind this point report.

Please mail by January 31st to:

OGFOA Certification Program
6745 SW Hampton Street, Suite 101
Portland OR 97223

Accounting	_____	_____
Budget	_____	_____
Finance	_____	_____
Management	_____	_____
Technology	_____	_____
Other	_____	_____
Professional Participation	_____	_____
TOTAL POINTS	_____	_____

MAINTENANCE REPORT 2-YR TOTAL _____

Annual Point Detail Report for Year _____

Description	Dates	Acct	Budget	Finance	Mgmt	Tech	Other	Prof. Partic.
Total This Page								

GRAND TOTAL ALL PAGES _____

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