

Training/Continuing Education Quick Reference Guide

The State of Tennessee established annual training/continuing education requirements for specific municipal governing bodies and certifications in key roles. This requirement ensures that individuals in these roles continue learning to maintain professional knowledge and stay abreast of new developments in their respective areas. Because requirements vary by function/role, always reference the governing agency for updates.

MTAS, through its Continuing Municipal Education programming, provides training opportunities to help meet these requirements. Regularly check our [Training Calendar](#) for up-to-date information.

	Hours Required	Pre-Approval Required	More Info
Certified Municipal Finance Officer (CMFO)	16 hours annually	No	Financial related topics
Water and Wastewater Utility Board Members	12 hours – initial; every three years thereafter	Yes	– FAQ – WWFB Annual Training Statement
Planning Commissioners	4 hours initial; annually thereafter	No	

If you need to document training hours and the governing agency does not have a prescribed process for tracking, MTAS has a [generic template](#). Feel free to revise the template based on your specific needs. Please use your municipality’s process for reporting completion of training requirements.

MTAS does not track or maintain progress or completion of training requirements.