

### MGI Policy on Granting Credit for Non-MGI Trainings.

The Municipal Governance Institute (MGI) recognizes that non-MGI trainings are available to MGI participants and that these trainings may in some cases cover the same core issues as required to receive designation as a certified municipal official. For this reason, a number of programs have been granted pre-approval status, indicating that these trainings will qualify for credit in the MGI program. A list of these programs is available on the MGI web page.

Credit for non-MGI course work is limited to no more than 6 hours of the total 16 hours required for designation as a Certified Municipal Official.

Under most circumstances, credit will only be given to pre-approved programs. Participants seeking credit for trainings that have not been pre-approved must do so within 30 days of completing the trainings. MGI reserves the right to refuse credit for any program that has not been pre-approved.

Requests for credit must include:

- Date of training
- Name of instructor
- Name of organization sponsoring training
- Course/topic description
- Specific MGI core topic credit is sought for
- Proof of attendance
- Length of training

To qualify for credit, at a minimum the program must be taught classroom style by a qualified instructor. The program must substantially focus on relevant government issues. Further, it is expected that any program to which credit is extended will provide at least as much knowledge and training as the corresponding MGI sponsored program would. In most cases, requests for credit will be reviewed by the MGI Fellows committee.