

# CMFO Rules on Testing

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The effective date of the following rules is May 1, 2010 for all current and future participants in the Certified Municipal Finance Officer (CMFO) program. The CMFO rules have been developed in consultation with and approved by the State of Tennessee Comptroller's Office. These rules have been developed in accordance with TCA 6-56-408 and are subject to change as necessary to implement the program.

## I. Passing Score

- a) Beginning May 1, 2010 the passing score for a chapter test is 74.
- b) A student will be allowed three attempts to make a passing grade of 74 or greater before additional training requirements must be met as described below.

## II. Re-Testing Requirements

- a) After failing three attempts to pass a chapter test, a student will be required to obtain additional training before the next attempt. The Comptroller's Office will be notified when a student fails three consecutive tests on any chapter. That office will follow up with the student and the city to determine the course of action necessary to continue in the program.
- b) When additional training has been verified by MTAS a student will then have up to three additional opportunities to make a score of 74 or higher.

## III. Implementing New Rules for Current Students

- a) Students, who, as of May 1, 2010, have not yet obtained a passing score of 80 on any chapter, will be required to retest on the chapter(s) to attempt to score 74 or better.
- b) If after three attempts to score 74 or better is not obtained, the student will have to seek additional training. The Comptroller's Office will be notified when a student fails three consecutive tests on any chapter. That office will follow up with the student and the city to determine the course of action necessary to continue in the program.

## IV. Additional Training

- a) Students will be required to obtain additional training in the subject area of the failed chapter test(s) before they are allowed to retest after three failed attempts to pass.
- b) Acceptable training may include attending a four hour review session of the failed chapter conducted by MTAS. However, if a full class session is offered and is available to the student, they are encouraged to attend that class. Some sources of additional training may include GFOA, TGFOA, community colleges, and MTAS. Private tutoring (minimum of 4 hours) by an individual who is a CMFO by certification or exemption as defined by state law is an acceptable form of additional training. Students are expected to make every attempt to obtain additional training in a timely manner. This is to ensure they do not fall behind in the program and that compliance deadlines are met.