

CERTIFIED BOROUGH OFFICIALS PROGRAM



The Certified Borough Officials (CBO) designation is a voluntary educational achievement program for borough officials. It is designed to promote continuing education for borough officials and excellence in local government service. The CBO designation signifies a commitment to education, leadership, and staying informed on the important issues that affect borough communities.

CBO Program Requirements

To achieve the CBO designation and receive a certificate of completion, you must complete the five required program components and accumulate 76 CBO credits. The five mandatory program components outlined below account for 46 of the 76 required credits.

The remaining 30 credits required are considered general electives (code: EXS, ELS, or EFS) and may be earned by attending any PSAB training programs/events of your choice. CBO credits for training opportunities will be listed on program schedules. Generally, classes range from 3 to 12 credits and webinars 1 or 2 credits.

Credits are automatically tracked; no enrollment is required.

A PSAB Annual Conference (Full Conference) – 12 Credits code: RAS



PSAB's Annual Conference is a four-day event held each spring, offering a full slate of educational sessions on wide-ranging topics applicable to borough officials. The conference also provides a great forum to network and share best practices with fellow elected and appointed officials.

B PSAB Classroom Training – Minimum 6 Credits code: RBS



PSAB's classroom training is a staple of its educational programs because it's hard to replace face-to-face instruction. Each year PSAB offers numerous classroom training opportunities. These classes allow participants to spend one or two days on a specific subject.

Online classroom training (online learning) credits also qualify for component B.

C NEMO Boot Camp or Role as a Mun. Secretary/Administrator - 12 Credits code: RCS



The two-day Newly Elected Municipal Officials (NEMO) Boot Camp, offered in even numbered years, is designed for newly elected municipal officials, but offers foundational information and best practices valuable for officials of any tenure.

-OR-



Your Role as a Secretary/Administrator is a two-day class designed to provide appointed municipal secretaries, administrators, and managers with a detailed review of their many duties as well as advice to help these officials succeed in their role.

An online learning option is available for this course.

D PMPEI Planning and Zoning Training – 10 Credits code: RDS



One of the most important responsibilities of local government is the oversight of community development. The Pennsylvania Municipal Planning Education Institute (PMPEI) offers core courses in community planning, subdivision and land development review, zoning, and zoning administration to help officials in making community planning decisions. **PMPEI online sessions qualify for 2.5 credits per session towards component D.**

Credits for in-person PMPEI classes require submission of the CBO credit request form available at www.PMPEI.org.

E PSAB Webinar Training – Minimum 6 Credits code: RES



PSAB offers weekly webinars throughout the year for learning at your convenience, from the office at work or at home. Webinars are typically an hour long and cover an array of topics. PSAB's webinar platform allows for interaction through participant question submission. Webinars are recorded and available for review following the live presentation.

For more information about the CBO Program, contact Dani Baker-Papinchak at dbaker@boroughs.org or 800-232-7722, Ext. 1032.

Model Tracks for CBO Completion

The CBO program is designed to be completed within four calendar years. Below are several course track examples of how the program can be completed.

Note: These tracks are only examples; classes can be taken in any order. In most cases, candidates will be awarded their CBO at the PSAB Annual Conference the year following completion. For example, a candidate finishing program requirements in the summer or fall of year three will be awarded at the spring Annual Conference in year four.

Five Required Components				
Component A	Component B	Component C	Component D	Component E
Annual Conference 12 Credits A	Classroom Training Min. 6 Credits B	NEMO Boot Camp (elected) -OR- Secretary/Administrator Class (appointed) 12 Credits C	PMPEI Training 10 Credits D	Webinar Training Min. 6 Credits E

Four-Year Track			
Year 1	Year 2	Year 3	Year 4
NEMO Boot Camp -OR- Secretary/Administrator Class 12 Credits C	Annual Conference 12 Credits A	PMPEI Training 10 Credits D	Webinar Training 3 Credits E
Webinar Training 3 Credits E	Classroom Training 6 Credits B	Fall Conference 6 Elective Credits	Municipal Legal Update 13 Elective Credits
General electives 5 Credits	General electives 1 Credit	General electives 3 Credits	General electives 2 Credits

Three-Year Track		
Year 1	Year 2	Year 3
NEMO Boot Camp -OR- Secretary/Administrator Class 12 Credits C	Annual Conference 12 Credits A	Municipal Legal Update 13 Elective Credits
Classroom Training 6 Credits B	PMPEI Training 10 Credits D	Fall Conference 6 Elective Credits
Webinar Training 2 Credits E	Webinar Training 2 Credits E	Webinar Training 2 Credits E
General electives 3 Credits	General electives 4 Credits	General electives 4 Credits

Two-Year Track	
Year 1	Year 2
NEMO Boot Camp -OR- Secretary/Administrator Class 12 Credits C	Annual Conference 12 Credits A
PMPEI Training 10 Credits D	Webinar Training 3 Credits E
Webinar Training 3 Credits E	Classroom Training 6 Credits B
Fall Conference 6 Elective Credits	Municipal Legal Update 13 Elective Credits
General electives 6 Credits	General electives 5 Credits

Program requirements are subject to change and/or periodic updates. 8/23