

## CASH HANDLING PROGRAM CERTIFICATION

Dear Applicant:

APT US&C *Cash Handling Certification Program* is intended to strengthen the cash handling procedures and policies within governments. Towards that end, the Association now provides cash handling courses for cash handling trainers, a model cash handling training manual, and a cash handling review and certification program to members and non-members throughout the US and Canada.

To have your government's cash handling program reviewed and certified, please see the program procedures and application form that follows.

The enclosed application form and fee, along with other specified documentation must be sent directly to APT US&C. The information solicited will assist the assigned reviewers in analyzing your cash handling program.

With the rapidly changing practices and technologies in the field of cash management, it is important that cash handlers and cash handling trainers receive on-going education and training. Similarly, cash handling programs need to be revised and current. The Association's *Cash Handling Program Certification* is valid for a five-year period before renewal is required.

Should you have questions or comments relating to APT US&C *Cash Handling Certification Program*, please call APT US&C at (301) 495-5560. We appreciate your comments and active participation in this important program.

Kelley Noone, Executive Director  
APT US&C

# ASSOCIATION OF PUBLIC TREASURERS OF THE UNITED STATES AND CANADA

## CASH HANDLING PROGRAM CERTIFICATION PROCEDURES

I. Submit four copies of the application form and appropriate documentation (see listing below); along with the application fee of \$200 for members or \$300 for non-members to APT US&C, Cash Handling Certification Program, and 962 Wayne Avenue Suite 910, Silver Spring, MD 20910. Checks should be made payable to APT.

- ✓ Completed application form (4 copies)
- ✓ Application fee (\$200 for APT US&C members/\$300 for non-members)
- ✓ Government's cash handling training manual (4 copies)
- ✓ Government's legislation or administrative policy approved by the governing body, or individual with statutory or legislative authority, or by state statutes (4 copies, certified by clerk or secretary)
- ✓ Training seminar syllabus and handouts (4 copies)

The application fee will be waived if the first submission is unsuccessful, and resubmitted within 12 months of notification of the first submission's outcome.

- II. APT US&C will forward the submitted application and documentation to three reviewers who will evaluate the Program and make a recommendation as to certification. Two out of the three members must vote in favor of awarding certification in order for the government to receive APT US&C *Cash Handling Program Certification*.
- III. Comments from reviewers will be forwarded to both successful and unsuccessful applicants.
- IV. Notification of certification will be mailed to the individual identified on the application form. Please plan on a minimum of 4 weeks for notification from the time that your application and information is submitted.
- V. Successful applicants will receive notification by mail and presented with a plaque at the upcoming annual conference of APT US&C (held each August). Applications must be submitted by **June 1** in order to receive a certification plaque at the annual conference held in August that same year. Applications will be approved throughout the year; however, plaques will be ordered and disseminated only in August.

*ASSOCIATION OF PUBLIC TREASURERS  
OF THE UNITED STATES AND CANADA*

**CASH HANDLING PROGRAM CERTIFICATION  
APPLICATION FORM**

1. ENTITY NAME \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_
2. POPULATION OF JURISDICTION \_\_\_\_\_
3. MEMBER OF APT US&C? YES \_\_\_\_\_ NO \_\_\_\_\_
4. NAME OF TREASURER (or Official responsible for government's cash):  
\_\_\_\_\_  
TITLE \_\_\_\_\_
5. HAS THIS OFFICIAL BEEN CERTIFIED BY APT US&C AS A CASH HANDLING  
TRAINER? YES \_\_\_\_\_ NO \_\_\_\_\_
6. NUMBER OF EMPLOYEES WHO REGULARLY HANDLE CASH: \_\_\_\_\_
7. NUMBER OF LOCATIONS WHERE CASH IS ACCEPTED: \_\_\_\_\_
8. DOES EACH LOCATION HAVE ESTABLISHED PROCEDURES FOR  
ACCEPTANCE AND RECORDING CASH TRANSACTIONS? \_\_\_\_\_
9. HAVE THESE PROCEDURES BEEN REVIEWED/APPROVED BY THE  
TREASURER (OR RESPONSIBLE OFFICIAL)? YES \_\_\_\_\_ NO \_\_\_\_\_
10. TREASURER (OR RESPONSIBLE OFFICIAL) REQUESTING CERTIFICATION:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FACSIMILE NUMBER AND EMAIL ADDRESS IF AVAILABLE:  
\_\_\_\_\_
11. In addition to the Treasurer requesting review (see item 10), who else should the formal  
announcement of the awarding of the *Cash Handling Program Certification* be addressed  
to (include media, if applicable)?  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

12. Date Submitted: \_\_\_\_\_

Have you enclosed the correct application fee and *four copies each* of:

- \* Completed application form
- \* Your Cash Handling Training Manual
- \* Certified copies of your legislation or copies of administrative policy (see I. Under program certification procedure)
- \* Training seminar syllabus and handouts

APT US&C Use Only

DATE RECEIVED: \_\_\_\_\_

CHECK #: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_