

Attach your resume, providing full details of your education, related work experience, etc

You must include the completed form, Verification of Services for Training

You must include a certified copy of the resolution to hire for both Administrator and Verification of Services

Do you currently meet the education requirements for a Standard Certificate?	
If not, are you currently enrolled in a course of studies to meet these requirements? Please provide details	
• If not, are you prepared to enroll in a course of studies to meet these requirements?	

How many hours per week is your office open to the general public?	
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Did you enclose your application fee (\$275.00)? NON-REFUNDABLE ➤ Please make cheque payable to UMAAS	
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Notice to the Council:
Council should refer to Section 110 of *The Municipalities Act*. In summary:

1. Where the community's population is 100 or more, the Clerk must hold a valid certificate of membership and qualification issued pursuant to *The Urban Municipal Administrators Act*
2. Where the Board of Examiners is satisfied the Council has taken reasonable steps to obtain the services of a person meeting the above qualification, the Board may issue a permit (Conditional Certificate) authorizing the retention of a person who does not meet the above qualification.
3. Actions, undertaken by a clerk or acting clerk in a municipality which is in contravention of these Acts, are invalid.

I certify the above statements to be true in all respects	
Signature (Applicant)	
Signature (Mayor)	
PLEASE PRINT Mayor's Name: Home Mailing Address:	
Date	

Please mail Application Form and **all attachments** to:
Joyce L. Aitken, Secretary
Urban Board of Examiners
103 Brookhurst Crescent
Saskatoon, SK
S7V 1C5

VERIFICATION OF SERVICES FOR TRAINING CONDITIONAL APPLICATION (OR EXTENSION)

**This form must accompany the Conditional Certification Application
Or Extension Application if Applicant is still accruing hours**

A person meeting the following minimum qualifications may be considered for Mentor/Supervisor:

- ◆ holder of an Advanced Certificate – Level 1, or equivalent; or
- ◆ holder of a Standard Certificate or equivalent for a period of not less than 5 years
- ◆ holder of a Rural “A” Certificate or equivalent for a period of not less than 5 years

Name Of Applicant	
Address/phone/fax	
Position	
Municipality	

Name of Supervisor/Mentor	
Address/phone/fax	
Position/Municipality	
Certificate held, date & no.	
Signature	Date

Must include certified copy of resolution to hire/contract for Supervisor/mentor

I certify the above statements to be true in all respects	
Signature Of Mayor	
Signature Of Applicant	Name Printed
Date	

Please mail Application Form and all attachments to:
 Joyce L Aitken , Secretary
 Urban Board of Examiners
 103 Brookhurst Crescent
 Saskatoon, SK
 S7V 1C5 Phone : (306) 796-7633