

Appendix

TABLE 1
Education Requirement: Advanced Certificate - Level 1

The Education Requirements for the **Advanced Certificate - Level 1** can be met by providing to the Board of Examiners (the Board) evidence of completion (an official transcript) of your Professional Development Program. The Professional Development Program requires that individuals complete at least the equivalent of 21 credit hours of university level course work that meet the requirements of the Core and Elective categories below.

CORE LEVEL

The core level must consist of at least twelve credit hours of courses chosen from the topic areas of Management and Administration. Normally, this would mean four university courses of three credit hours each, or eight other courses of one and one-half hours each, or a combination totalling at least twelve credit hours.

ELECTIVE LEVEL

The elective level consists of a minimum of nine credit hours from at least two of the topics listed below as “Management and Administration Courses” or “Other Courses”. Normally, this would mean three university courses of three credit hours each, or six other courses of one and one-half hours each, or a combination totalling at least nine credit hours.

MANAGEMENT & ADMINISTRATION COURSES (CORE)	
General Management	Introductory courses in administration, management theory, organization theory, organizational behaviour, management communications, etc
Financial Management	Introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc
Human Resource Management	Introductory courses in personnel administration, human resource management, industrial relations, etc
Public Administration	Introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc
OTHER COURSES (ELECTIVES)	
Computer Science	Introductory courses in computer science, problem solving, applications programs, systems analysis, etc
Social Science	Introductory courses in economics, political science, sociology, psychology, etc
Community Development	Any of the required or elective courses contained within the Certificate of Community Development Program offered at the University of Regina
Public Relations	Any of the required or elective courses contained within the Certificate of Public Relations Program offered at the University of Regina
Commerce	Any of the required or elective courses contained within the College of Commerce Program offered at the University of Saskatchewan
Law	Any of the required or elective courses contained within the College of Law Program offered at the University of Saskatchewan
Advanced courses	Intermediate or advanced courses in one of the subject categories of the core or elective levels
Special classes	Other courses, whose content is related to local government administration, may be accepted at the discretion of the Board of Examiners

Individuals working toward these educational requirements are encouraged to contact the Board of Examiner’s Secretary of the Urban Municipal Administrators Association of Saskatchewan for information.

Questions regarding “equivalent educational courses” shall be referred to the University of Regina, University Extension