

BOARD OF EXAMINERS

Advanced Certificate – Level II Policy

Purpose

The purpose of this policy is to set out the requirements and process for administrators seeking the Advanced Certificate – Level II designation, in accordance with the Board of Examiners Agreement and standards.

1. Universal Criteria

An applicant for the Advanced Certificate – Level II must:

1. Hold a valid and subsisting Advanced Certificate – Level I.
 2. Have completed at least **9,000 hours of service** as an administrator in an urban or northern municipality since the date of issuance of the Advanced Certificate – Level I.
 - Of these, a minimum of **3,600 hours must be completed in a single urban or northern municipality.**
 3. Maintain current membership in UMAAS.
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2. Education Clarification

1. Applicants must have completed the education requirements as outlined in **Table 2 of the Schedule of Approved Courses.**
 2. **Courses previously credited toward a Standard Certificate or Advanced Certificate – Level I cannot be reused** for the Advanced Certificate – Level II.
 3. Only new, distinct courses taken beyond those applied to earlier certificates will be recognized toward Level II requirements.
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3. Verification of Credits

1. Applicants must submit:
 - Proof of successful completion of required education, showing the credits are unique to Level II.
 - Documentation verifying 9,000 hours of eligible service.
 - The prescribed application form and the non-refundable fee of **\$250**, payable to UMAAS.
 2. The Board of Examiners may investigate, request reports, or seek additional documentation to verify eligibility.
 3. Certificates will only be issued once the Board is satisfied that all requirements have been fully met.
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4. Implementation

- This policy shall be posted on the UMAAS website under the Board of Examiners section. This policy reflects the long-standing practice of the Board of Examiners in assessing applications for the Advanced Certificate – Level II.
This policy reflects the long-standing practice of the Board of Examiners in assessing applications for the Advanced Certificate – Level 1. It has been formally documented to ensure consistency, transparency, and clarity for all applicants.
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5. Authority

This policy is issued under the authority of the UMAAS Board of Examiners and supersedes any previous requirements or provisions relating to the issuance of an Advanced Certificate – Level II.