

UMAAS Board of Examiners Policy

Advanced Certificate – Level I Requirements

Purpose

To establish clear and consistent requirements for the issuance of an Advanced Certificate – Level I by the UMAAS Board of Examiners, ensuring that all certified administrators demonstrate additional educational achievement and professional competence beyond the Standard Certificate.

1. Universal Criteria

All applicants for an Advanced Certificate – Level I must meet the following requirements:

1. Hold a valid and subsisting Standard Certificate.
 2. Have completed at least 3,600 hours of service as an administrator in one urban or northern municipality since the issuance of the Standard Certificate.
 3. Fulfill the education requirements set out within Table 1 of the Appendix to the Board of Examiners Agreement.
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2. Education Clarification

Courses used to obtain a Standard Certificate (e.g., the five LGA courses: LG 200, LG 202, LG 204, LG 206, LG 208AA) are not eligible to be double-counted toward the credit hour requirements for an Advanced Certificate – Level I.

1. Applicants must complete additional credit hours beyond those already credited toward the Standard Certificate.
 2. The completion of the Advanced Local Government Authority Certificate (University of Regina) does not automatically satisfy the requirements for the Advanced Certificate – Level I. Applicants must ensure that course selections align with Table 1.
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3. Verification of Credits

When reviewing applications for an Advanced Certificate – Level I, the Board of Examiners will confirm:

- That the applicant holds a valid and subsisting Standard Certificate;
- That the applicant has completed the required 3,600 hours of service;
- That the applicant has earned the required number of credit hours from the approved list, excluding those already credited toward the Standard Certificate.

4. Implementation

- This policy shall be posted on the UMAAS website under the Board of Examiners section. Communication of this clarification will be included in application packages for Advanced Certificate – Level I.

This policy reflects the long-standing practice of the Board of Examiners in assessing applications for the Advanced Certificate – Level I. It has been formally documented to ensure consistency, transparency, and clarity for all applicants.

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 I.