



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 and when?	
How many hours per week is your office open to the general public?	
Have you previously been issued a certificate through RMAA (reciprocity) or received a formal sign-off/recommendation from a previous certified supervisor? If yes, please provide supporting documentation.	
<b>NON-REFUNDABLE</b> Application fee enclosed/paid of \$325 Cheque made payable to UMAAS E-transfers can be sent to: <a href="mailto:urbanmaas@gmail.com">urbanmaas@gmail.com</a> ensure message includes application type and name Visa/Mastercard payments are not accepted	

**Notice to the Council:**

Council should refer to Section 110 of *The Municipalities Act*. In summary:

1. Every Council shall establish a position of administrator of the municipality.
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)	
Mayor's Name:	
Mayor's Home Mailing Address:	
Date	

Please e-mail\*/mail application form and **all attachments** to:

Brad Hvidston  
 Secretary Board of Examiners  
 PO BOX 303  
 LEMBERG SK S0A 2B0  
 Phone: 306-873-0093  
 Email: [urbanboardofexaminers@gmail.com](mailto:urbanboardofexaminers@gmail.com) \*e-mailed copies do not require originals to be mailed

**Application Checklist**

Please be advised that it is the applicant's responsibility to ensure all required documentation is included. Applications that are incomplete or lack the necessary documentation **will not be processed.**

- Proof of advertisement and resume
- Proof of enrollment or intent
- Application Fee of \$325 enclosed/sent (proof attached)
- Verification of services form
- Certified** copy of resolution from Council to hire administrator
- Certified** copy of resolution from Council to hire mentor (if applicable)
- Proof of RMAA certification or prior supervisor sign-off (if applicable)
- Signed the application verifying all information is accurate

**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

**Mentorship Reporting**

Mentors must submit a final written report to the UMAAS Board of Examiners at the conclusion of the mentorship period confirming the applicant’s completion of the required 1,800 hours, demonstrated competency in municipal administration practices, and the mentor’s professional recommendation regarding readiness for certification. The Board of Examiners may request additional information or clarification prior to approval.

Name Of Applicant	
Address/phone	
Position	
Municipality	

Name of Supervisor/Mentor	
Address/phone/email	
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 e-mail\*/mail application form and **all attachments** to:

Brad Hvidston, Secretary Board of Examiners

PO BOX 303

LEMBERG SK S0A 2B0

Phone: 306-873-2735

Email: [urbanboardofexaminers@gmail.com](mailto:urbanboardofexaminers@gmail.com) *\*e-mailed copies do not require originals to be sent*