

URBAN BOARD OF EXAMINERS

APPLICATION FOR URBAN CERTIFICATE OF QUALIFICATION STANDARD

Full Name			
Mailing Address	City/Town/Village/RV	Province	Postal Code
Phone Number	Email		

Community of Employment	Population:
Position	

The Applicant must meet the requirements set out in the Standard Certificate Requirements Policy.

To be eligible for a Standard Certificate, all applicants must meet the minimum education requirements approved by the Board of Examiners and be appointed as an Administrator in a Saskatchewan urban municipality for a minimum of 1,800 hours. Applicants may be considered through **Reciprocity**, **Supervisor Sign-Off**, or the **Mentorship Pathway**, as determined by the Board of Examiners.

All applicants, regardless of pathway, are required to successfully complete an Office Inspection approved by the Board of Examiners.

All applications are reviewed by the UMAAS Board of Examiners. Meeting the minimum requirements does **not** guarantee approval, and the Board may request additional information as part of its assessment.

Have you fulfilled the education requirements? If yes, please provide supporting documentation.	
Have you paid all inspection fees as invoiced?	
NON-REFUNDABLE Application fee enclosed/paid of \$260 Cheque made payable to UMAAS E-transfers can be sent to: urbanmaas@gmail.com <i>ensure message includes application type and name</i> Visa/Mastercard payments are not accepted	

I certify the above statements to be true in all respects

Signature	
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 **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 education
- Completed 1800 hours
- Completed office inspection
- Signed training document and competency profile
- Application Fee of \$260 enclosed/sent (proof provided)
- Signed the application verifying all information is accurate