

BOARD OF EXAMINERS

MENTOR/SUPERVISOR POLICY

QUALIFICATIONS:

A person meeting the following minimum qualifications may be considered for Mentor/Supervisor:

- Holder of an Advanced Certificate – Level 1 or 2, 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.

MENTOR/SUPERVISOR REQUIREMENTS:

1. Must hold a current membership in UMAAS or RMAA.
2. Must be available via internet and telephone communications.
3. Must be available for on site visit – minimum one (1) on site visit per month.

The on-site visits are to ensure that the proper procedure is followed regarding policy, procedures and legislated rules and regulations.

A mentor is responsible to determine the distance he/she is willing to travel to ensure that the proper procedures are followed by the individual holding a Conditional Certificate.

4. The mentor/supervisor is required to complete and sign the training document as posted on the Board of Examiners tab on the UMAAS webpage. As well mentor/supervisor is required to complete the competency profile chart. By signing the Competency Profile and Training Document, the mentor affirms that they have supervised and trained the candidate in all required areas of the competency profile. The mentor attests that they have personally reviewed and checked each area of the competency checklist and can confirm that the candidate has been adequately trained. This endorsement confirms that, in the mentor’s professional judgment, the candidate is prepared to assume the responsibilities of a municipal administrator and is capable of successfully completing an office inspection. The mentor acknowledges that their signature carries professional responsibility and reflects their confidence in the candidate’s readiness to hold a Standard Certificate.
5. 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.
6. Payment arrangements are responsibility of mentor/supervisor to negotiate with municipality.
7. A subordinate staff member may not mentor an administrator in the same municipality.