

# Urban Board of Examiners

## Standard Certificate Policy

### **Purpose**

To establish clear and consistent requirements for the issuance of a Standard Certificate by the UMAAS Board of Examiners, ensuring that all certified administrators demonstrate professional competence and adherence to UMAAS standards.

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## **1. Universal Criteria**

Regardless of pathway, all applicants for a Standard Certificate must meet the following requirements:

1. **Education** – Hold a minimum of the Certificate in Local Government Administration from the University of Regina or other education approved by the UMAAS Board of Examiners.
  2. **Experience** – Be appointed as the Administrator in one Saskatchewan Municipality for a minimum of 1,800 hours.
  3. **Office Inspection** – Successfully complete and pass an office inspection approved by the UMAAS Board of Examiners.
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## **2. Eligibility Pathways**

Applicants may be considered for a Standard Certificate through one of the following pathways:

1. **Reciprocity** – Applicants who hold a certificate or equivalent designation from a recognized fraternal organization.
  2. **Supervisor Sign-Off** – Applicants that do not currently hold the position of Administrator that are recommended for certification by a certified administrator who has held certification for a minimum of five (5) years, under whom they have worked in a subordinate capacity.
  3. **Mentorship Pathway** – Applicants who complete their 1,800 hours of employment with a Saskatchewan Urban Municipality under the guidance of a mentor, of which the mentor shall be either:
    - An Urban Administrator with a minimum of five (5) years of experience, or
    - An Urban Administrator with an Advanced Level Certificate; or
    - A Rural Administrator holding a minimum of a Superior A Certificate.
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### 3. Requirements

a) **Reciprocity** - Applicants certified through Reciprocity:

- Shall be required to meet the minimum Education requirement; and
- Must pass an Office Inspection satisfactory to the Board of Examiners either in their current office (example – if working in an R.M. Office) or after completing 1,800 hours in an Urban Municipality as an Administrator; and
- May have the mentorship requirement waived by the Board of Examiners.

\*For clarification, until an Office Inspection is completed, a Reciprocity Applicant may be awarded a Conditional Certificate upon being appointed an Administrator in an Urban Municipality and the mentorship requirement of a Conditional Certificate may be waived by the Board of Examiners.

\*Inspections passed in achieving the Rural Superior A Certificate may be considered appropriate by the Board of Examiners.

b) **Supervisor Sign-Off** – Applicants certified through Supervisor Sign-Off:

- Shall be required to meet the minimum Education requirement; and
- Must be appointed as an Urban Municipal Administrator in one office for a period of 1,800 hours; and
- May have the mentorship requirement waived by the Board of Examiners; and
- Must pass an Office Inspection Satisfactory to the Board of Examiners after completing 1,800 hours in an Urban Municipality as an Administrator.

\* For clarification, until an Office Inspection is possible then a Supervisor Sign-Off Applicant may be awarded a Conditional Certificate upon being appointed an Administrator in an Urban Municipality, and the mentorship requirement may be waived by the Board of Examiners.

c) **Mentorship Pathway** Applicants certified through the Mentorship Pathway:

- Must apply for a Conditional Certificate until issued a Standard Certificate; and
- Shall be required to meet the minimum Education requirement; and
- Must be appointed as an Administrator in an Urban Municipality for a minimum of 1,800 hours; and

- Must be required to work under the guidance of a qualified mentor until awarded a Standard Certificate; and
  - Shall pass an Office Inspection Satisfactory to the Board of Examiners
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## 4. Mentorship Reporting

- Mentors must submit a **final written report** to the UMAAS Board of Examiners at the conclusion of the mentorship period.
  - The report must confirm:
    - The applicant's completion of the required 1,800 hours,
    - The applicant's demonstrated competency in municipal administration practices, and
    - The mentor's recommendation regarding readiness for certification.
  - The Board reserves the right to request additional information or clarification from the mentor before approving certification.
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## 5. Implementation

- This policy applies to all new applications for a Standard Certificate received on or after January 1, 2026.
  - Applications currently in progress will be reviewed under the provisions of this policy unless otherwise determined by the Board of Examiners.
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## 6. 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 a Standard Certificate.