

APPLICATION FOR URBAN CERTIFICATE OF QUALIFICATION STANDARD
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Name	
Address	
phone / fax / email	

Current Employer	Population:
Position	

The Applicant must meet the requirements set out in Section 2 of Schedule “A” to the Board of Examiners Agreement

In order to obtain a Standard Certificate an applicant must have:

- 1) a training document, signed by a qualified mentor approved by the Board of Examiners, complete with the competency profile chart indicating satisfactory competence in all key areas AND
- 2) a) one year (of 1800 hours) or 1800 hours of on-the-job training in a municipal office with an administrator who holds a minimum Standard Certificate, OR
 b) Completed one year (of 1800 hours) or 1800 hours in a municipality in the position of administrator with a qualified mentor as approved by the Board of Examiners in place AND shall be subject to a mandatory office inspection, of which the results and recommendation contained therein will be duly considered by the Board on assessing this application.

Have you attached proof of fulfillment of the education requirements?	
Inspection Fees (if required) under No. 2b) above.	
Did you enclose your application fee (\$210.00)? NON-REFUNDABLE ➤ Please make cheque payable to UMAAS	

I certify the above statements to be true in all respects	
Signature	
Date	

Please mail Application Form and all attachments to:

Brad Hvidston, Secretary
Board of Examiners
Box 3104
Tisdale, SK.
S0E 1T0
Phone: 306-873-2735