

**APPLICATION FOR URBAN CERTIFICATE OF QUALIFICATION  
ADVANCED – LEVEL 1**

Full Name			
Mailing Address	City/Town/Village/RV	Province	Postal Code
Phone Number	Email		
Community of Employment			
Position			

The Applicant must meet the requirements set out in Section 4 of Schedule “A” to the Board of Examiners Agreement

Type of Certificate			
Certificate No. & Date			
How many hours have you served as the Administrator for your current employer?			
<ul style="list-style-type: none"> <li>• Multiply “hours of work per week” by the number of weeks you have been the administrator for your current employer.</li> <li>• “Hours of work” is deemed to be the number of hours of service as per <i>Schedule A, Section 4(a)(iii)</i>.</li> <li>• If less than the required hours, please provide additional information</li> </ul>			
<b>NON-REFUNDABLE</b> Application fee enclosed/paid of \$250			
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			

**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](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 education requirements
- Copy of current certificate
- Application fee of \$250 enclosed/sent