

Do you currently meet the education requirements for a Standard Certificate?	
If not, are you currently enrolled in a course of studies to meet these requirements? Please provide details	
If not, are you prepared to enroll in a course of studies to meet these requirements and when?	
How many hours per week is your office open to the general public?	
NON-REFUNDABLE Application fee enclosed/paid of \$275 Cheque made payable to UMAAS E-transfers can be sent to: urbanmaas@gmail.com ensure message includes application type and name Visa/Mastercard payments are not accepted	

Notice to the Council:

Council should refer to Section 110 of *The Municipalities Act*. In summary:

1. Where the community's population is 100 or more, the Clerk must hold a valid certificate of membership and qualification issued pursuant to *The Urban Municipal Administrators Act*
2. Where the Board of Examiners is satisfied the Council has taken reasonable steps to obtain the services of a person meeting the above qualification, the Board may issue a permit (Conditional Certificate) authorizing the retention of a person who does not meet the above qualification.
3. Actions, undertaken by a clerk or acting clerk in a municipality which is in contravention of these Acts, are invalid.

I certify the above statements to be true in all respects

Signature (Applicant)	
Signature (Mayor)	
Mayor's Name:	
Mayor's Home Mailing Address:	
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 advertisement and resume
- Proof of enrollment or intent
- Application Fee of \$275 enclosed/sent
- Verification of services form
- Certified copy of resolution from Council to hire administrator
- Certified copy of resolution from Council to hire mentor
- Signed the application verifying all information is accurate

**VERIFICATION OF SERVICES FOR TRAINING
CONDITIONAL APPLICATION (OR EXTENSION)**

**This form must accompany the Conditional Certification Application
or Extension Application if Applicant is still accruing hours**

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

- ◆ holder of an Advanced Certificate – Level 1, 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

Name Of Applicant	
Address/phone	
Position	
Municipality	

Name of Supervisor/Mentor	
Address/phone/email	
Position/Municipality	
Certificate held, date & no.	
Signature	Date

Must include certified copy of resolution to hire/contract for Supervisor/mentor

I certify the above statements to be true in all respects	
Signature of Mayor	
Signature Of Applicant	Name Printed
Date	

Please e-mail*/mail application form and **all attachments** to:

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