

<h2 style="margin: 0;">APPLICATION FOR URBAN CERTIFICATE OF QUALIFICATION STANDARD</h2>
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Full Name			
Mailing Address	City/Town/Village/RV	Province	Postal Code
Phone Number	Email		

Community of Employment	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 fulfilled the education requirements?	
Have you paid all inspection fees (if required) under 2b) above?	
<b>NON-REFUNDABLE</b> Application fee enclosed/paid of \$210 Cheque made payable to UMAAS E-transfers can be sent to: <a href="mailto:urbanmaas@gmail.com">urbanmaas@gmail.com</a> <i>ensure message includes application type and name</i> 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
- Completed 1800 hours
- Completed office inspection (if required)
- Signed training document and competency profile
- Application Fee of \$210 enclosed/sent
- Signed the application verifying all information is accurate