

## Appendix

TABLE 2  
**Education Requirement: Advanced Certificate – Level 2**

The Education Requirements for the **Advanced Certificate - Level 2** can be met by providing to the Board evidence of completion (an official transcript) of your Professional Development Program. The Professional Development Program requires that individuals complete at least the equivalent of 36 credit hours of university level course work that meet the requirements of the Core and Elective categories below.

- The credit hours required for this certificate will include those that were achieved to obtain the Advanced Certificate – Level 1
- A person who obtained the Advanced Certificate – Level 1 pursuant to the transition clause will be required to complete 36 credit hours to qualify for this certificate

### **CORE LEVEL**

The core level must consist of at least eighteen credit hours of courses chosen from the topic areas of Management and Administration.

### **ELECTIVE LEVEL**

The elective level consists of a minimum of 18 credit hours from at least two of the topics listed below as “Management and Administration Courses” or “Other Courses”.

<b>MANAGEMENT &amp; ADMINISTRATION COURSES (CORE)</b>	
General Management	Introductory courses in administration, management theory, organization theory, organizational behavior, management communications, etc
Financial Management	Introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc
Human Resource Management	Introductory courses in personnel administration, human resource management, industrial relations, etc
Public Administration	Introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc
<b>OTHER COURSES (ELECTIVES)</b>	
Computer Science	Introductory courses in computer science, problem solving, applications programs, systems analysis, etc
Social Science	Introductory courses in economics, political science, sociology, psychology, etc
Community Development	Any of the required or elective courses contained within the Certificate of Community Development Program offered at the University of Regina
Public Relations	Any of the required or elective courses contained within the Certificate of Public Relations Program offered at the University of Regina
Commerce	Any of the required or elective courses contained within the College of Commerce Program offered at the University of Saskatchewan
Law	Any of the required or elective courses contained within the College of Law Program offered at the University of Saskatchewan
Advanced courses	Intermediate or advanced courses in one of the subject categories of the core or elective levels
Special classes	Other courses, whose content is related to local government administration, may be accepted at the discretion of the Board of Examiners

Individuals working toward these educational requirements are encouraged to contact the Board of Examiner’s Secretary of the Urban Municipal Administrators Association of Saskatchewan for information.

Questions regarding “equivalent educational courses” shall be referred to the University of Regina, University Extension