

BOARD OF EXAMINERS

MENTOR/SUPERVISOR POLICY

QUALIFICATIONS:

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

- Holder of an Advanced Certificate – Level 1 or 2, 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.

MENTOR/SUPERVISOR REQUIREMENTS:

1. Must hold a current membership in UMAAS or RMAA.
2. Must be available via internet and telephone communications.
3. Must be available for on site visit – minimum one (1) on site visit per month.

The on-site visits are to ensure that the proper procedure is followed regarding policy, procedures and legislated rules and regulations.

A mentor is responsible to determine the distance he/she is willing to travel to ensure that the proper procedures are followed by the individual holding a Conditional Certificate.

4. The mentor/supervisor is required to complete and sign the training document as posted on the Board of Examiners tab on the UMAAS webpage. As well mentor/supervisor is required to complete the competency profile chart. By signing the Training Document, the mentor/supervisor is prepared to endorse that the individual is fully trained and is qualified to hold a Standard Certificate.
5. Payment arrangements are responsibility of mentor/supervisor to negotiate with municipality.
6. A subordinate staff member may not mentor an administrator in the same municipality.