



### **Policy 3 Professional Development Endorsement Local Government Employees Certification Regulation**

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A holder of a Certificate in Local Government Executive Management who completes at least 100 credits of professional development every three years, **subsequent to receiving the certificate**, may have recognition of this fact made in the form of an endorsement to the certificate upon proof of such professional development being made to the Board in accordance with this policy and upon a letter of endorsement being provided by the Local Government Management Association.

#### **How the Program works**

The annual reporting period runs from January 1<sup>st</sup> to December 31<sup>st</sup>. All credits earned within that period are to be filed with the Local Government Management Association, no later than March 31<sup>st</sup> of the following year.

Certificate holders who wish to receive a professional development endorsement are required to report to the Local Government Management Association annually in the form attached hereto as Appendix A; a Nil report must be filed if no credits were earned that year. Upon verification by the LGMA that all reported credits have been earned, a letter will be issued to the Board of Examiners recommending that a professional development endorsement be granted and providing the Board with evidence of fulfillment of the requirements herein.

Certificate holders are required to earn 100 credits in each three year period on a moving total basis. An example of the three year moving total:

2015:	75 credits		2015:	75 credits
2016:	20 credits	vs.	2016:	20 credits
<u>2017:</u>	<u>20 credits</u>		2017:	20 credits
TOTAL =	115 credits		<u>2018:</u>	<u>0 credits</u>
			TOTAL =	40 credits

#### **Qualifying Activities**

Local government officials are engaged in a wide variety of activities as part of their careers. As a result, their professional development activities will also be very diverse.

For that reason, the topics that qualify for credit towards re-certification of a Certificate in Local Government Executive Management are varied.

The credit granting policy is divided into four main areas:

**SCHEDULE A** includes the certificate holder's attendance at seminars, in house training, night school and university courses, special interest study groups and correspondence and self study courses. Credits are not given for overall attendance at trade shows, conferences or conventions, however credit is given for the workshops/seminars attended at these functions provided that the organization staging the workshop has verified attendance;

**SCHEDULE B** is for the development, presentation and mentoring of seminars or courses by the certificate holder;

**SCHEDULE C** recognizes that certificate holders gain knowledge and additional skills with job changes and their involvement in special projects;

**SCHEDULE D** is for the certificate holder's involvement in other activities, including performing non-remunerative duties for a professional or non-profit organization, personal study and the writing of articles and books, foreign language courses and non-related university degree courses.

<b>SCHEDULE A – Attendance at seminars and courses</b>		
<b>Description</b>	<b>Schedule ID</b>	<b>Credits</b>
Attendance at seminars or in-house full day training (min 6 hrs)	A1	10
Attendance at seminars or in-house half day training	A2	5
Attendance at special interest study groups, breakfast, lunch or dinner meetings less than 3 hours (minimum 1 hr)	A3	3
Audio, audio-visual presentation (minimum 1 hr)	A4	3
Attendance at accredited College or University level courses related to the field of local government (as determined by the Board and successful completion of course)	A5	50
Attendance at LGMA "MATI" Programs (50 credits if taken for credit; 20 if taken for non-credit)	A6	20/50
Completion of web-based correspondence courses related to the field of local government (as determined by the Board) other than university or college that require the submission of completed course assignments for evaluation before successful completion	A7	20

<b>SCHEDULE B – Development / Presentation / Mentoring of Seminars</b>		
<b>Description</b>	<b>Schedule ID</b>	<b>Credits</b>
Development of seminars / courses (first time only)		
Full Semester	B1	75
Full Day (minimum 6 hrs)	B2	15
Half Day	B3	8
1-3 Hours	B4	4
Presentation of Seminars / courses		
Full Semester	B5	75
Full Day (minimum 6 hrs)	B6	15
Half Day	B7	8
1-3 Hours	B8	4
Mentoring		
Full Week MATI Program	B9	75

<b>SCHEDULE C – Employment Activities</b>		
<b>Description</b>	<b>Schedule ID</b>	<b>Credits</b>
Major changes in job responsibilities (10 credits per change to a maximum of 20 credits in a three year period)	C1	10
Major involvement <b>for the first time</b> in special projects	C2	10

<b>SCHEDULE D – Other Professional Activities</b>		
<b>Description</b>	<b>Schedule ID</b>	<b>Credits</b>
Actively performing non-remunerative duties as an officer or committee member of a professional or non-profit organization (max 15 credit in a 3 year period)	D1	5
Personal study of technical material for a minimum of 50 hours (maximum of 5 credits per year)	D2	5
Self training on applications software for a minimum of 50 hours (maximum of 5 credits per year)	D3	5
Each article related to the profession published in a newsletter or external publication (maximum of 10 credits per year)	D4	5
Non-related university degree courses (completion of course)	D5	10
Foreign language courses (maximum of 30 credits in a three yr period)	D6	10