



Policy 1 Core Courses Mandatory for Certification Local Government Employees Certification Regulation

Certificate in Local Government Service Delivery (section 2 of the Regulation)

Individuals pursuing a Certificate in Local Government Service Delivery are required to complete core courses 1 – 4 (or their equivalents – see note i and ii) and 8 credit courses related to the operation of local government as determined by the Board (see Policy 4).

The 4 core courses recognized by the Board are:

1. Local Government Administration in British Columbia
2. Local Government Services in British Columbia (see note iii)
3. Local Government Finance in British Columbia (see note iv)
4. Local Government Law in British Columbia (see note v)

Courses 1 through 4 are presently offered by Camosun College, Capilano University, Coast Mountain College and the University of Northern British Columbia. Equivalent courses may be offered at other Colleges and Universities in British Columbia and may be recognized by the Board.*

Certificate in Local Government Administration (section 3 of the Regulation)

Certificate in Local Government Statutory Administration (section 4 of the Regulation)

Individuals pursuing a Certificate in Local Government Administration or a Certificate in Local Government Statutory Administration are required to complete core courses 1 – 8 (or their equivalents – see note i and ii), 2 DPSM/DLGM courses from UVIC (or equivalents), and 8 credit courses related to the operation of local government as determined by the Board (see Policy 4).

The 8 core courses recognized by the Board are:

1. Local Government Administration in British Columbia
2. Local Government Services in British Columbia (see note iii)
3. Local Government Finance in British Columbia (see note iv)
4. Local Government Law in British Columbia (see note v)

Courses 1 through 4 are presently offered by Camosun College, Capilano University, Coast Mountain College and the University of Northern British Columbia. Equivalent courses may be offered at other Colleges and Universities in British Columbia and may be recognized by the Board*.

5. A course in Public Sector Leadership or Management (see **)
6. A course in Urban and Regional Economics
7. A course in Public Sector Leadership or Management (see** - focus on leadership)
8. A course in Local Government Policy

Courses in the above subject areas are offered by a number of BC institutions. For example, both UVIC and Capilano offer courses in urban and regional economics (ADMN 445) and (PADM 208) respectively. UVIC and Capilano both offer courses in local government policy (ADMN 420/465) and (PADM 305) respectively. Note that this list should not be considered comprehensive.

Certificate in Local Government Executive Management (section 5 of the Regulation)

Individuals pursuing a Certificate in Local Government Executive Management are required to complete core courses 1 – 9 (or their equivalents – see note i and ii), 3 DPSM/DLGM courses from UVIC (or equivalents), and 10 credit courses related to the operation of local government as determined by the Board (see Policy 4). As well, an oral and written presentation to the Board is required. A Professional Development Endorsement is offered at this level of certification (see Policy 3).

The 9 core courses recognized by the Board are:

1. Local Government Administration in British Columbia
2. Local Government Services in British Columbia (see note iii)
3. Local Government Finance in British Columbia (see note iv)
4. Local Government Law in British Columbia (see note v)

Courses 1 through 4 are presently offered by Camosun College, Capilano University, Coast Mountain College and the University of Northern British Columbia. Equivalent courses may be offered at other Colleges and Universities in British Columbia and may be recognized by the Board*.

5. A course in Public Sector Leadership or Management (see **)
6. A course in Urban and Regional Economics
7. A course in Public Sector Leadership or Management (see** - focus on leadership)
8. A course in Local Government Policy
9. A course in Public Sector Leadership or Management (see ** - focus on ethics)

Courses in the above subject areas are offered by a number of BC institutions. For example, both UVIC and Capilano offer courses in urban and regional economics (ADMN 445) and (PADM 208) respectively. UVIC and Capilano both offer courses in local government policy (ADMN 420/465) and (PADM 305) respectively. UVIC, UNBC and Capilano all offer courses that have a focus on ethical public

management (ADMN 422), (POLS 327), and (PADM 307) respectively. Note that this list should not be considered comprehensive.

* *Core course equivalency will be determined by the Board and may include consultation with its educational partners. Applicants are advised to contact the Administrator, Board of Examiners, for details regarding the process for equivalencies.*

** *“Public sector leadership or management” courses can include, but are not limited to, courses in communications, ethics, leadership, management, negotiations and law, as well as courses on specific aspects of these subjects.*

NOTES:

The notes below are cross referenced in the policy above and provide more details on courses accepted by the Board.

- i. A person who possesses a Diploma in Local Government Management, a Diploma in Public Sector Management (that includes the four [4] Local Government option courses, eg. ADMN 312, 420/465, 445 and 452) or a Master's in Public Administration from the University of Victoria is considered by the Board to have taken credit courses that are equivalent to the initial four courses that form the basis of all certificates.
- ii. A person who possesses any one of the following academic credentials is considered by the Board to have taken the equivalent Managing in Public and Non-Profit Organizations (ADMN 312) course at the University of Victoria: Bachelor of Business Administration, Bachelor of Commerce, Master's of Business Administration, University of Victoria Master's in Public Administration.
- iii. A person who possesses an existing credit in the Local Government in British Columbia course (ADMN 423) from the University of Victoria is considered by the Board to have taken the equivalent Local Government Services in British Columbia credit course (core course 2).
- iv. A person who possesses an existing credit in either the Local Government Financial Management course (ADMN 448), or Financial Management (ADMN 421) courses from the University of Victoria is considered by the Board to have taken the equivalent Local Government Finance in British Columbia credit course (core course 3).
- v. A person who possesses an existing credit in the Local Government Law course (ADMN 452) from the University of Victoria is considered by the Board to have taken the equivalent Local Government Law in British Columbia credit course (core course 4). Please note that ADMN 452 will be accepted by the Board as meeting the requirements of core course 7 when the course was completed prior to March 31, 2017.
- vi. A number of courses offered at various educational institutions have been recognized as equivalent, **for Board of Examiners purposes only**. Individuals pursuing a Certificate in Local Government Administration, Local Government Statutory Administration or Local Government Executive Management, may be interested in equivalencies that have been recognized for courses that are in UVIC's DPSM/DLGM programs. These equivalencies are:
 - UVIC's ADMN 431 HR Management and Labour Relations and Capilano University's PADM 207 Managing People in Local Government Organizations
 - UVIC's ADMN 446 Local Government Land Use Planning and Capilano University's PADM 208 Community Planning for Non-Planners