



Certified Municipal Assistant (CMA)

Application for Certification

General Eligibility

The following basic requirements must be met in order to attain CMA designation:

- * Applicant must have been a member of AAKC for two years prior to date of application.
- * Applicant must currently be employed in an administrative, secretarial, clerical, or related position for a municipality in Kansas under the City Manager form of government on a full time basis.
- * Applicant must have been employed with the same agency for at least two calendar years at the time of certification.
- * Applicant must earn a total of **100** education points and **50** experience points as described in the AAKC certification requirements.

Once these requirements are met, candidacy is formally established upon receipt of a completed application form. Approval of certification applications are subject to review by the AAKC officers and board of directors.

APPLICANT'S STATEMENT

I hereby apply for certification as a Certified Municipal Assistant and hereby attest that I have met the General Eligibility Requirements and that the following statements are accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Personal Data

Name _____
Last
First
Middle

Job Title _____ SS# _____

Employer (Municipality) _____ How Long? _____

Address _____

Telephone (____) _____ Fax: (____) _____

AAKC Membership Effective Date: _____

Category I: Education (100 Points)

Applicant must earn 100 education points through AAKC seminars, other related seminars, related college courses, other certifications, and/or academic credentials.

A. AAKC Seminars (hours from IAAP or similar seminars as well as Municipal Clerks Institutes may be substituted up to a maximum of **50** hours or points—**50** hours or points must be from AAKC) (10 points for 2 day AAKC seminar; 5 points for 1 day)

Dates	Seminar Location	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Seminar Points		_____

B. Current Certification (CPS, etc.) (20 pts. Each—limited to two designations)

Type of Certification	Sponsoring Organization	Date Received	Points
_____	_____	_____	_____
_____	_____	_____	_____
Total Seminar Points			_____

Category I: Education (Continued)

C. **Academic Credentials:** must be relevant and not used for experience points (maximum 20 points)

- Bachelor's degree (max. 20 points)
- Associate degree (max. 10 points)
- Business college or vo-tech certificate (max. 5 points)
- College courses from accredited university (max. 5 points)

College/University/Technical School _____

Location _____ Month/Year degree awarded _____

Total Points _____

Total Points from additional page _____

Total Points for Category I: Education _____

Category II: Experience (50 Points)

A. **Employment** (maximum 40 points for all work experience)

Full time with administrative responsibility (4 points per year—maximum 40 points)

PRESENT POSITION:	DATES	Points/Year	Total Points
Position _____	from _____		
Employer _____	to _____		
	Total yrs. _____	@ _____ =	_____

FORMER POSITIONS:	DATES	Points/Year	Total Points
Position _____	from _____		
Employer _____	to _____		
	Total yrs. _____	@ _____ =	_____

Position _____	from _____		
Employer _____	to _____		
	Total yrs. _____	@ _____ =	_____

Position _____	from _____		
Employer _____	to _____		
	Total yrs. _____	@ _____ =	_____

Position _____	from _____		
Employer _____	to _____		
	Total yrs. _____	@ _____ =	_____

Total Employment Points _____

Category II: Experience (Continued)

B. Other Job Related Training: (1 point per day or 6 hours of training)

Dates	Course Title	Sponsor	# Hours	Points

Attach sheet for additional courses Total Points _____

C. Professional Development

Board member or officer for AAKC or a related association (1 point per year)

Other designation or job related license (Explain)(1 point each)

Name of Board	Dates of Service # Years served	Points

Hosting an AAKC Conference (5 points per time)

Spring or Fall meeting	Date of Meeting Hosted	Points

Type of Designation/License	Sponsor	Date Received	Points

Total Points _____

Total Points from additional page _____

Total Points for Category II: Experience _____

Total Points for Categories I & II _____

Office Use

Date Application Submitted: _____ Date Reviewed by Board: _____

Date Applicant Notified: _____ Comments: _____

Additional Information

EDUCATION: College courses

C. **Academic Credentials:** must be relevant and not used for experience points

Dates	Course Title	School	# Hours	Points

Total Additional Educational Points _____

EXPERIENCE:

B. **Other Job Related Training:** (1 point per day or 6 hours of training)

Dates	Course Title	Sponsor	# Hours	Points

Total Points _____

C. Professional Development

Board member or officer for AAKC or a related association (1 point per year)
Other designation or job related license (Explain)(1 point each)

Name of Board	Dates of Service	# Years served	Points

Type of Designation/License	Sponsor	Date Received	Points

Total Additional Experience Points _____