

AMCTO Diploma in Municipal Administration

Terms of Reference

1. Program Overview

- a) The AMCTO Diploma in Municipal Administration Program (Diploma Program) provides essential and integrated knowledge of the processes and administration of local government in the areas of systemic organization and management, legal framework and interpretation, finance, and human resources management.
- b) The Diploma Program is an academic curriculum offered by AMCTO which results in an academic certification for Students who, having explicitly registered into the Diploma Program, have successfully completed all required program elements.

2. Elements of the AMCTO Diploma Program

- a) The elements of the Diploma Program are as follows:
 - The 4 units of the AMCTO Municipal Administration Program;
 - The 2 Units of the AMCTO Municipal Accounting and Finance Program;
 - The 4 Units of the AMCTO Municipal Law Program;
 - The AMCTO Employment Law and Human Resources Program;
 - An Employment Law/Human Resources Research Report
- b) Equivalent courses offered through post-secondary institutions or other educational organizations may be considered as substitutes for individual elements of the Diploma Program. Such equivalencies will be offered at the discretion of the Association.
- c) No more than 2 equivalent course offerings can be utilized for the Diploma Program.

3. Requirements to Graduate from the AMCTO Diploma Program

- a) To graduate from the AMCTO Diploma Program, a student must acquire a minimum of 46 Credits with a fixed number of Credits being assigned to each program element within the Diploma Program.
- b) Credits will be assigned to equivalent courses offered through post-secondary institutions or other educational organizations based on AMCTO's assessment of their level of difficulty, workload requirements, and municipal value.

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- c) Credits assigned to each AMCTO program element within the Diploma Program are as follows:

Program Element	Credits Assigned
Municipal Administration Program – Unit 1	4
Municipal Administration Program – Unit 2	4
Municipal Administration Program – Unit 3	4
Municipal Administration Program – Unit 4	4
Municipal Accounting & Finance Program – Unit 1	4
Municipal Accounting & Finance Program – Unit 2	4
Municipal Law Program – Unit 1	4
Municipal Law Program – Unit 2	4
Municipal Law Program – Unit 3	4
Municipal Law Program – Unit 4	4
Employment Law & Human Resources Program	4
Employment Law/Human Resources Research Paper (min. 4,000 words)	2

- d) Each program element is only considered completed when it has met the minimum grading requirements established by AMCTO.

4. Grade Considerations

- a) The minimum required grade for any Diploma Program element will be 60%.
- b) Specific program elements completed prior to the date of Enrollment in the Diploma Program will be recognized provided that the grade attained was at least 60%.
- c) Equivalent courses from post-secondary institutions or other educational organizations will only be recognized if a minimum grade of 60% was achieved for the course. An official transcript from the post-secondary institution or other educational organization will be required as a corroborating document.
- d) An official AMCTO Diploma will be issued upon successful completion of the Diploma Program.

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- e) Individuals who achieve a cumulative average grade across all Diploma Program elements that is greater than 85% will be recognized on the AMCTO Honour Roll.

5. Exemptions from Program Elements

- a) AMCTO will grant exemptions for individual Diploma Program elements, under certain conditions, to individuals who already hold a professional designation or post-secondary degree in a related field. Such exemptions will be accompanied by the recognition of the program element as being successfully completed.
- b) Exemptions will be granted as follows:
- An individual who holds an AMCT or CMO designation will receive an exemption for the four units of the Municipal Administration Program.
 - An individual who has graduated from a public policy or public administration program at an accredited Canadian university will receive an exemption from one or more of the four units of the Municipal Administration Program upon the submission and approval of a prescribed application outlining how their successfully completed studies map against the various learning objectives set out in each Municipal Administration Program unit.
 - An individual who holds a CPA (CGA, CMA, CA) designation and is employed by a municipality in a municipal finance function will receive an exemption for the two units of the Municipal Accounting and Finance Program.
 - An individual who holds an L.L.B. designation and is employed by a municipality will receive an exemption for the four units of the Municipal Law Program.
 - An individual who holds a HRP (CHRP, CHRL, CHRE) designation and is employed by a municipality in a human resources function will receive an exemption for the Employment Law and Human Resources Program and the Employment Law/Human Resources Research Project.

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6. Timing Restrictions

- a) While it is expected that individuals should complete all the required program elements of the Diploma Program within 5 years of initial enrollment, the maximum time allowed for the completion of the Diploma Program is 8 years (where a year is considered to be the period between September and the following August).
- b) The recognition of program elements completed prior to enrollment in the Diploma Program is subject to time restrictions. These time restrictions are as follows:

Municipal Administration Program	Individual units must have been completed within 5 years of the date of enrollment.
Municipal Accounting & Finance Program	Individual units must have been completed within 3 years of the date of enrollment.
Municipal Law Program	Individual units must have been completed within 5 years of the date of enrollment.
Employment Law & Human Resources Program	Individual units must have been completed within 3 years of the date of enrollment.

- c) Equivalent courses offered through post-secondary institutions or other educational organizations must have been completed in accordance with the timeframes related to the individual program elements for which they are being substituted.

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7. Program Fees

- a) The fees to be charged for the various program elements will be determined on an annual basis by the AMCTO Board of Directors. Fees will be charged on an individual program element basis.

8. Application of AMCTO Policies

- a) All individuals enrolled in the Diploma Program are subject to the terms and conditions of the Association's Education Programs Policy and any other future education-related policies that may be developed by the Association.