

AOMC

Accredited Ontario
Municipal Clerk

Accreditation Handbook

AMCTO
January 2017

About AMCTO

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With almost 2,200 members working in 98 percent of municipalities across Ontario, AMCTO is Ontario's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

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Introduction

This Handbook is your guide to the AOMC Accreditation Program. It provides you with what you need to know in order to participate in and complete the certification process.

The Handbook is presented in four parts to provide users with the information they need at the time that they need it. Each part focuses on a key phase toward working on and completing your accreditation.

Section A: Program Overview

Section B: The Submission

Section C: The Review Process

Section D: Maintenance of the designation

If you still have questions or require further information after reading the Handbook, please email: accreditation@amcto.com

All candidates for certification are required to follow the policies, procedures and guidelines outlined within the Handbook.

AMCTO will update the Handbook as required and undertake a regular review of the program.

SECTION A: PROGRAM OVERVIEW

The Accredited Ontario Municipal Clerk” (AOMC) designation certifies the core education, experience and professional contributions required to be an accredited municipal clerk in Ontario. The designation establishes a professional standard for Ontario Clerks, drives professionalism forward and ensures a continued professional commitment to continuous learning and development.

The municipal clerk is one of two statutory roles required for each Ontario municipality. Yet, despite this importance, the position of clerk is not always very well recognized for its contribution to the effective management and operation of the municipal organization.

With the AOMC designation, AMCTO is establishing a high standard for this profession in order to promote the unique value, elements and professional requirements for those tasked as municipal clerks in Ontario. These duties often require a strong management, organizational, political and legislative knowledge in order to manage internal services, policy processes and various matters of legislative compliance with elected officials.

The AOMC is developed around three core principles:

- 1. Defining a professional standard**
- 2. Driving professionalism forward**
- 3. Commitment to continuous learning and development**

These core principles are central to the foundation for the municipal clerk’s profession.

AOMC Pre-Requisites

Existing professional designation programs at AMCTO maintain formal prerequisites. A similar approach and logic applies to the AOMC designation. All candidates must meet the following prerequisites in order to apply for their AOMC designation. They include:

1. Be an AMCTO member in good standing.
2. Currently employed as a Clerk or Deputy Clerk in Ontario with a minimum of 3 years full-time experience (note: other job titles (i.e. council or legislative services) are accepted as long as those duties assigned are that of a typical municipal clerk).

Evaluation Criteria

The AOMC utilizes a point based scoring system/evaluation criteria based on the following three categories:

- 1. Education**

2. Experience

3. Professional Contributions

To be granted the AOMC designation, candidates are required to have a minimum of 90 points overall. Each category has a minimum threshold/requirement for the number of points that candidates need to score. However, just having the minimum points per each category will not be sufficient to be granted the AOMC Designation.

A detailed breakdown of the scoring opportunities are contained within the AOMC Application Form.

Education

Formal education is the foundation upon which any professional operates. It is an increasingly fundamental component to professional growth along with continuing education, which is also captured in the scoring model.

The maximum number of points that can be scored under the education category is 60. The minimum number of points required is 30. All candidates are encouraged to self-assess before submitting their application.

Experience

The AOMC designation is based on a strong belief in the value of experience, particularly that experience related to the clerk's role. One's broad spectrum of experience will be captured through the scoring system, which will also include experience beyond the Clerk's department itself. However, the less relevant one's experience is the less scoring it is likely to accrue in this category.

The maximum number of points that can be scored under the experience category is 50. The minimum number of points required is 25. However, all candidates are required to have a minimum of 3 years full-time employment experience in the role of Clerk or Deputy Clerk.

Professional Contributions

This category focuses on what the applicant has done above and beyond their daily professional role. This section reflects a belief that one should be consistently making contributions through involvement in various activities that promote and advance the profession.

This can include the teaching of courses, writing articles, volunteering, or mentoring. The goal of this category is to ensure that the profession remains strong, healthy and viable into the future by ensuring that individuals are making meaningful contributions. The maximum number of points that can be scored under the professional contributions category is 40. The minimum number of points required is 20.

As the AOMC utilizes a point based scoring system, candidates are required to meet the minimum points in each of the three categories; education, experience, and professional contributions.

SECTION B: THE SUBMISSION PROCESS

Preparing your submission doesn't have to be a difficult process and we want you to be successful. Therefore, we have designed the AOMC Application for Designation Form to help you compile all the relevant information and assist you in knowing how to address all of the required areas by which your application will be assessed.

If you still have questions about the submission process after reading this information, feel free to contact accreditation@amcto.com.

Below are the steps organized to assist you with completing your submission for the AOMC:

Step 1 - READ

The entry criteria for the AOMC. Have you met all eligibility pre-requisites? You will be required to provide proof. The entry criteria is listed in Section A of this handbook.

Step 2- REGISTER

Register with AMCTO staff. The registration form can be found on the AMCTO website. Payment is not required at the time of registration but instead, at the time of submission.

Upon registration, candidates will receive a fillable PDF Application Form to complete your application. As a registered candidate you will be notified of resources, potential mentors, webinars and other activities offered to assist candidates. This step is critical to ensure you receive any program updates or changes.

Step 3 - COMPLETE

Complete your submission by using the prescribed application form. Electronic submissions are made in a PDF format, bookmarked, with links to supporting documentation.

Step 4 SUBMIT

All submissions are electronic in a PDF format. Submissions may be submitted by one of the following methods:

- E-mailed to accreditation@amcto.com
- Uploaded to Drop Box
- on a flash drive mailed to:

AMCTO, Accreditation
2680 Skymark Avenue, Suite 610
Mississauga, Ontario L5W 4L6

All candidates are expected to submit applications electronically.

SECTION C: THE REVIEW PROCESS

There are several stages to the review process and the AOMC is distinguished as being AMCTO's only points based designation. A natural by-product of this is a new approach to reviewing submissions from candidates. The process and review steps is outlined below:

Preliminary Review & Screening:

AMCTO will conduct a preliminary review or screening of your submission to determine if it is complete. Candidates will be contacted if anything is missing or if the Application Form was modified or not used correctly. If deemed necessary, your submission can be returned to you for completion at this stage.

Assessment by Staff:

Staff will review your Submission against the AOMC Point Based Scoring System and review the evidence submitted by the candidate. Upon completion of this review, you may be asked follow up questions/clarification or your submission will be recommended for approval. If additional information is requested, you will have 30 days upon contact to submit the requested information.

Granting of Designation:

Upon review and approval, the AMCTO Board of Directors will formally grant the AOMC designation. At this stage, candidates are notified by letter, which grants the ability and authorization to use the AOMC designation. In order to maintain use of the AOMC, candidates must remain an AMCTO Member in good standing and meet the maintenance of designation requirements (see Section D).

Successful AOMC recipients are always invited to the next AMCTO Annual General Meeting and Conference to be recognized for this achievement. Alternate arrangements will be made for those who cannot attend in person.

SECTION D: MAINTENANCE OF THE DESIGNATION

Once you are awarded the AOMC designation, you will be required to maintain the designation through a five (5) year PDU-based maintenance program. This will require you to continue developing yourself professionally by participating in ongoing development activities over a five (5) year cycle – documented through a PDU log form.

The PDU Log form will be available to each holder of the AOMC designation and on the AMCTO website.

AOMC holders will receive a notice from AMCTO prior to the five year windows to request submission of their PDU Log. AOMC holders will be required to keep supporting documentation for all PDUs claimed as random audits will be conducted of holders, however, supporting documentation will not be required at the time of submission of the PDU Log unless selected for random audit.