



## AMCTO's Diploma in Municipal Administration (DMA) Exemption Application Form

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As set out in the Terms of Reference for the Diploma in Municipal Administration (DMA), item 5 describes exemption considerations:

### 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.

**NOTE: AMCTO will only consider and assess exemption applications for individuals, who are currently enrolled in, and taking other elements of the AMCTO Diploma in Municipal Administration (DMA) – AMCTO membership is not required to enroll in the DMA.**



# AMCTO's Diploma in Municipal Administration (DMA) Exemption Application Form

## Personal Information

AMCTO ID Number: \_\_\_\_\_

Name: \_\_\_\_\_ Municipality/Organization: \_\_\_\_\_

Title: \_\_\_\_\_ The following address is my: **Business**  **Residence**

**Please provide a complete address:**

Street Name/Number: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Due to my designation(s) that I currently hold, I am applying for exemption from the following courses of the DMA:**

Municipal Accounting & Finance Program (MAFP) MAFP Unit 1 <input type="checkbox"/> MAFP Unit 2 <input type="checkbox"/>	Municipal Law Program (MLP) MLP Unit 1 <input type="checkbox"/> MLP Unit 3 <input type="checkbox"/> MLP Unit 2 <input type="checkbox"/> MLP Unit 4 <input type="checkbox"/>
Employment Law & Human Resources (HR) <input type="checkbox"/>	

Please provide the following information:

1. Current Official Job Description
2. A copy of your Certification of Designation
3. Please list the names and contact information for 2 corroborating references:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**An administrative fee of \$84.75 (includes HST) must accompany this form.**

<b>You may fax this form to 905-602-4295 if you are paying by VISA or MASTERCARD</b> Name of Cardholder: _____ Card Number: _____ Expiration date: _____ Amount: _____ Signature: _____	OR	<b>Please complete the form and mail payment by cheque to:</b>  AMCTO 610-2680 Skymark Avenue Mississauga, ON L4W 5L6
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**Personal Information Protection Policy:** This personal information, which you may provide to us, is used only for internal purposes to process your registration fee payment and to contact you or to distribute AMCTO-related materials to you, in the event that you have identified this personal contact information as your preferred means of contact. Further information about this policy is available on the AMCTO website at [www.amcto.com](http://www.amcto.com).

**No Refunds** are available for Exemption Application Submissions.

