



AOMC

Accredited
Ontario
Municipal Clerk

MANUAL

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 you with the information you need at the time that you 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 after reading the Handbook and reviewing the website, please email: [**accreditation@amcto.com**](mailto:accreditation@amcto.com)

Candidates for certification are required to follow all policies, procedures and guidelines outlined in the Handbook.

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 the profession 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 the profession forward**
- 3. Commitment to continuous learning and development**

These core principles are central to the foundation for the Municipal Clerk's profession.

AOMC Prerequisites

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 are:

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**

SECTION A: PROGRAM OVERVIEW

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.

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 does not have to be a difficult process and our aim is for 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, in order, to assist you with completing your submission for the AOMC:

STEP 1 - READ

The entry criteria for the AOMC. Have you met all eligibility prerequisites? 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. Registration can be done 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 form to complete their application. Registering 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 should be made in a PDF format, bookmarked, with links to supporting documentation.

STEP 4 - SUBMIT

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



email to
accreditation@amcto.com



uploaded to
Drop Box or Google Drive



on a flash drive
mailed to:
**AMCTO, Accreditation
2680 Skymark Avenue,
Suite 610
Mississauga, ON 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 by being AMCTO's only points based designation. The process and review steps are outlined below:

Preliminary Review & Screening:

AMCTO will conduct a preliminary review 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 used incorrectly. 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. Upon completion of this review, you may be asked follow up questions or asked to provide more clarification. If additional information is requested, you will have 30 days upon contact to submit the requested information. If no follow up questions or additional information is requested, then your application will be approved and put forward to the Board for their final approval

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 Personal Development Unit based maintenance program. One PDU is equivalent to 7 hours of activity. 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 in the event of a random audit. However, they are not required to include this with their initial submission.