



LGLA Certificate Program

Application Form

Updated April 1, 2015

Please note: The information on this form is collected for the purposes of awarding a certificate to recognize the completion of educational courses provided by the LGLA and will be used to process your application. If you have any questions about the collection and use of the information, contact Eydie Fraser, Program Coordinator, at efraser@lgl.ca or 250-356-5103.

A. Applicant Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Last Name:	First Name:
Title:	
Number of Years Served as an Elected Official:	
Name of Local Government:	
Address:	
Municipality, Province:	Postal Code:
Phone Number:	Fax Number:
Email Address:	

B. Certificate Level Applied for:

- ☐ Level 1 – Certificate in Local Government Leadership
- ☐ Level 2 – Advanced Certificate in Local Government Leadership

Please complete Appendix 1 – Summary of Qualifications as part of your submission for certification. Appendix 2 – List of Approved Courses indicates which courses offered by LGLA partner agencies have been approved for certification by the LGLA Board.

All applicants must submit Appendix 1 and appropriate documentation with this application. An incomplete or incorrectly completed application will not be considered by the LGLA Board. The application will be returned to the applicant for completion.

If a certificate is awarded, a news release may be issued to the local newspaper in your community, and the awardee's name may be used on the LGLA website and in other forms of LGLA communications.

I consent to my name being published in LGLA communications if awarded a certificate.

☐ Yes ☐ No

- A. I declare that the information contained in this application is correct.
- B. I hereby authorize the LGLA and its agents to communicate with any organization that I have listed as a course sponsor in Appendix 1 for the purposes of verifying my qualifications for this certificate.

Signature

Date

Please return one completed copy to:

Eydie Fraser, Board and Seminar Coordinator
Local Government Leadership Academy
525 Government Street, Victoria, BC V8V 0A8
Phone: 250-356-5103
Fax: 250-356-5119
Email: efraser@lgla.ca

For Office Use Only

Reviewed by LGLA Board		
Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Certification Number		



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Appendix 1 – Summary of Qualifications
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You may include a separate page with your name on it if there is insufficient room to record your qualifications on this page.

Level 1 – Certificate in Local Government Leadership Qualifications:

- Completion of the post-election LGLA Elected Officials Seminar
- 7.5 hours of courses offered at LGLA events
- 7.5 hours of courses offered by LGLA or other agencies listed in Appendix 2

Date Taken	Hours	Title of Course	Sponsor Organization
	n/a	Elected Officials Seminar	LGLA

Level 2 – Advanced Certificate in Local Government Leadership Qualifications:

- Completion of Level 1 – Certificate in Local Government Leadership
- Completion of at least one term of office
- 15 hours of courses offered at LGLA events
- 15 hours of courses offered by LGLA or other agencies listed in Appendix 2

Date Taken	Hours	Title of Course	Sponsor Organization
	n/a	Level 1 – Certification in Local Government Leadership	LGLA



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Appendix 2 – List of Approved Courses

Approved March 18, 2010

Ratified January, 19 2011

Amended June 28, 2011

Updated April 1, 2015

Please note: The following events have been designated specific credit hours

- *LGLA Forum or Elected Officials Seminar – 15 hours*
 - *Any Area Association Conference – 4 hours*
 - *MFA Annual Forum – 3 hours*
 - *UBCM Annual Convention – 7 hours*
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Local Government Leadership Academy

- Elected Officials Seminar (15 hours)
- Annual Leadership Forum (15 hours)
- Chief Elected Officials Forum
- Sessions offered by LGLA at Area Association meetings and conferences
- Educational courses, seminars, webinars and workshops for which the LGLA is a partner or associated with another organization on this list

Union of British Columbia Municipalities

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online
- 7 hours for the Annual UBCM Convention, including:
 - Any pre-Convention educational sessions, clinics or workshops – such as study sessions or concurrent clinics
 - Any early morning clinic
 - Any concurrent workshop

Area Associations

- 4 hours for the Area Association annual conferences and educational courses, seminars and workshops put on by the following:
 - Association of Kootenay and Boundary Local Governments (AKBLG)
 - Association of Vancouver Island and Coastal Communities (AVICC)
 - Lower Mainland Local Government Association (LMLGA)
 - North Central Local Government Association (NCLGA)
 - Southern Interior Local Government Association (SILGA)

British Columbia Assessment Authority

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online.

Local Government Management Association

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online.

Ministry of Community, Sport and Cultural Development

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online.

Municipal Finance Authority

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online.
- 3 hours for the MFA Annual Forum

Municipal Insurance Association

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online.