



Certified Municipal Assistant (CMA) Application for Certification

General Eligibility:

The following basic requirements must be met in order to attain CMA designation:

- Applicant must have been a member of AAKC for two years prior to date of application.
- Applicant must currently be employed in an administrative, secretarial, clerical, or related position for a municipality in Kansas under the City Manager form of government on a full-time basis.
- Applicant must have been employed with the same agency for at least two calendar years at the time of certification.
- Application must earn a total of *100* education points and *50* experience points as described in the AAKC certification requirements.
- Proof of continuing education and certifications will be required.

Once these requirements are met, candidacy is formally established upon receipt of a completed application form by Professional Development Committee. Approval of certification applications are subject to review by the AAKC officers and board of directors.

Applicant Statement:

I hereby apply for certification as a Certified Municipal Assistant and hereby attest that I have met the General Eligibility Requirements and that the following statements are accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Personal Information:

Name (Last, First, Middle): _____

AAKC Membership Effective Date: _____

Employer (Municipality/County): _____

Address: _____

Phone Number: _____

Email: _____

Job Title: _____

How long in the position: _____



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Category I: Education (100 Points): Applicant must earn 100 education points through AAKC seminars, other related seminars, related college courses, other certifications, and/or academic credentials. At least 50 points must be earned from AAKC conferences.

- A. AAKC Seminars:** minimum 50 hours or points must be from AAKC (10 points for 2-day AAKC seminar; 5 points for 1-day seminar)

Dates	Seminar Location	Points
☐ Attach an extra sheet for additional seminars		Total AAKC Seminar Points

- B. Other Seminars:** IAAP, ASAP, or similar seminars as well as Municipal Clerks Institutes may be substituted up to a maximum of 20 hours or points.

Dates	Seminar Location	Points
☐ Attach an extra sheet for additional seminars		Total Other Seminar Points

- C. Current Certification: (CPS, PACE, etc.) – 20 points each – limited to two designations.**

Type of Certification	Sponsoring Organization	Date Received	Points
Total Current Certification Points			

- D. Academic Credentials:** Must be relevant and not used for experience points (maximum 20 points).

Type of Certification	College/University/Technical School	Year Received	Points
<i>Bachelor's Degree (20 pts)</i>			
<i>College or Vo-Tech Certificate (5 pts)</i>			
<i>Associate's degree (10 pts)</i>			
<i>College Course from Accredited University (5 pts)</i>			
☐ Attach an extra sheet for additional credentials			Total Current Certification Points

Total Category I: Education



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Category II: Experience (50 Points):

A. Employment: Maximum **40** points for all work experience – Full time with administrative responsibility
(4 points per year – maximum **40** points)

Present Position:		Dates:			Points/Year		Total Points
Position:		From:					
Employer:		To:					
		Total YRS:		x		=	
Former Position:		Dates:			Points/Year		Total Points
Position:		From:					
Employer:		To:					
		Total YRS:		x		=	
Position:		From:					
Employer:		To:					
		Total YRS:		x		=	
Position:		From:					
Employer:		To:					
		Total YRS:		x		=	
Total Employment Points:							

B. Job-Related Training: 1 point per hour of training

Dates	Course Title	Sponsor	# Hours	Points
☐ Attach an extra sheet for additional				Total Job-Related Training Points:

C. Professional Development: Board member or officer for AAKC or a related association (1 point per year).
Other designation or job-related license (Explain) (1 point each).

Name of Board	Dates of Service	# Years Served	Points
☐ Attach an extra sheet for additional			Total Professional Development Points:



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D. Hosting an AAKC Conference: (5 points per time).

Spring or Fall Conference	Date of Conference Held	Points
☐ Attach an extra sheet for additional boards		Total Hosting Conference:

E. Other Designation or Job-Related License with Explanation (1 point each)

Type of Designation/License	Sponsor	Date Received	Points
☐ Attach an extra sheet for additional boards			Total Other Designation or License Points:

Total Category II: Experience

Total Category I:

Total Category II:

Total Points for CMA Certification:

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Date Application Submitted: _____

Date Reviewed by Board: _____

Date Applicant Notified: _____

Comments: _____
