



# 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.

Once these requirements are met, candidacy is formally established upon receipt of a completed application form. 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: \_\_\_\_\_

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## Personal Information:

Name (Last, First, Middle): \_\_\_\_\_

SS #: \_\_\_\_\_

Employer (Municipality): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

How long in the position? \_\_\_\_\_

AAKC Membership Effective Date: \_\_\_\_\_



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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.

**A. AAKC Seminars: 50** hours or points must be from AAKC (10 points for 2-day AAKC seminar; 5 points for 1-day seminar) - Hours from IAAP or similar seminars as well as Municipal Clerks Institutes may be substituted up to a maximum of **50** hours or points.

Dates	Seminar Location	Points
<b>Total Seminar Points</b>		

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

Type of Certification	Sponsoring Organization	Date Received	Points
<b>Total Current Certification Points:</b>			

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

- |   |   |
|---|---|
| <input type="checkbox"/> Bachelor’s Degree (max. <b>20</b> points)<br><input type="checkbox"/> Business College or Vo-Tech Certificate (max. <b>5</b> points) | <input type="checkbox"/> Associate Degree (max. <b>10</b> points)<br><input type="checkbox"/> College Courses from Accredited University (max. <b>5</b> points) |
|---|---|

College/University/Technical School: \_\_\_\_\_

Location: \_\_\_\_\_ Month/Year Degree Awarded: \_\_\_\_\_

**Total Academic Credentials Points:** \_\_\_\_\_

**Total Seminar & Current Certification Points:** \_\_\_\_\_

**Total Points for 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)

<b>Present Position:</b>		<b>Dates:</b>			<b>Points/Year</b>	<b>Total Points</b>
Position:		From:				
Employer:		To:				
		Total YRS:		@	=	
<b>Former Position:</b>		<b>Dates:</b>			<b>Points/Year</b>	<b>Total Points</b>
Position:		From:				
Employer:		To:				
		Total YRS:		@	=	
Position:		From:				
Employer:		To:				
		Total YRS:		@	=	
Position:		From:				
Employer:		To:				
		Total YRS:		@	=	
Position:		From:				
Employer:		To:				
		Total YRS:		@	=	
<b>Total Employment Points:</b>						

**B. Other Job-Related Training:** 1 point per day or 6 hours of training.

<b>Dates</b>	<b>Course Title</b>	<b>Sponsor</b>	<b># Hours</b>	<b>Points</b>
<input type="checkbox"/> Attach an extra sheet for additional course			<b>Total Other Job-Related Training Points:</b>	



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**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

Hosting an AAKC Conference (5 points per time)

Spring or Fall Conference	Date of Conference Held	Points

Type of Designation/License	Sponsor	Date Received	Points

**Total Points from Sections B & C:** \_\_\_\_\_

**Total Points from Employment Section A:** \_\_\_\_\_

**Total Points for Category II: Experience:** \_\_\_\_\_

**Total Points for Categories I & II:** \_\_\_\_\_

**Additional Education – College Courses Information:**

**A. Academic Credentials:** Must be relevant and not used for experience points.

Dates	Course Title	School	# Hours	Points
<b>Total Additional Educational Points:</b>				



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**Additional Experience Information:**

**A. Other Job-Related Training:** 1 point per day or 6 hours of training.

Dates	Course Title	Sponsor	# Hours	Points
<b>Total Additional Other Job-Related Training Points:</b>				

**B. 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

Type of Designation/License	Sponsor	Date Received	Points
<b>Total Additional Experience Points:</b>			
<b>Total Additional Education Points:</b>			
<b>Total Points for Categories I &amp; II:</b>			
<b>Total Category I, Category II, Additional Education, and Additional Experience:</b>			

**OFFICE USE ONLY**

**Date Application Submitted:** \_\_\_\_\_

**Date Reviewed by Board:** \_\_\_\_\_

**Date Applicant Notified:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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