

Application for Certification

Louisiana Association of Municipal Secretaries and Assistants (LAMSA)



Certified Municipal Assistant (CMA)

GENERAL ELIGIBILITY

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

- Applicant must have been a member of LAMSA for two years prior to date of application.
- Applicant must currently be employed in an administrative, secretarial, clerical, or related position in municipal government in Louisiana on a full- or part-time basis.
- Applicant must have been employed with the same agency for at least two calendar years at the time of certification.
- Applicant must earn a total of 100 education points and 50 experience points as described in the LAMSA certification requirements.

Once these requirements are met, candidacy is formally established upon receipt of a completed application form and payment of a \$75 processing fee. Approval of certification applications are subject to review by the LAMSA officers and board of directors.

APPLICANT'S 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: _____

Category I: Education (Continued)

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

- Bachelor's degree (max. 20 points)
- Associate degree (max. 10 points)
- Business college or vo-tech certificate (max. 5 points)
- College courses from accredited university (1/2 point per credit course; max. 5 points)

College/University/Technical School _____

Location _____ Month/Year degree awarded _____

- I have enclosed a copy of my transcript I have enclosed a copy of my diploma

Total Points _____

Total Points for Category I: Education _____

Category II: Experience (50 Points Maximum)

A. Employment (maximum 40 points for all work experience)

Full-time with administrative responsibility (4 points per year - maximum 40 points.)

Full-time with no administrative responsibility (2 points per year - maximum 40 points)

Part-time with administrative responsibility (2 points per year - maximum 20 points)

Part-time with no administrative responsibility (1 point per year - maximum 20 points)

PRESENT POSITION:	DATES	POINTS/YEAR	TOTAL POINTS
Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Total yrs. _____ @ _____		= _____
 FORMER POSITIONS:			
Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Total yrs. _____ @ _____		= _____
Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Total yrs. _____ @ _____		= _____
Position _____	from _____		
Employer _____	to _____		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Total yrs. _____ @ _____		= _____

Total Employment Points _____

- Letter(s) from employer confirming service attached
- An additional sheet of employment is attached

Category II: Experience (Continued)

B. Academic Credentials: *cannot be used for experience and education both - maximum 20 points*

- | | |
|--|---|
| <input type="checkbox"/> Bachelor's degree (max. 20 points) | <input type="checkbox"/> Associate degree (max. 10 points) |
| <input type="checkbox"/> Business college or vo-tech diploma (max. 5 points) | <input type="checkbox"/> College courses from accredited university; max. 5 points) |

College/University/Technical School _____

Location _____ Month/Year Degree Awarded _____

- | | |
|--|---|
| <input type="checkbox"/> I have enclosed a copy of my transcript | <input type="checkbox"/> I have enclosed a copy of my diploma |
|--|---|

Total Points _____

C. Other Job-Related Training: *(1 point per day or six hours of training - maximum 15 points)*

<u>Dates</u>	<u>Course Title</u>	<u>Sponsor</u>	<u>#Hours</u>	<u>Est. Points</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- | | |
|--|---------------------------|
| <input type="checkbox"/> Attach sheet for additional courses | Total Points _____ |
| <input type="checkbox"/> Documentation of training is attached | |

D. Professional Development

- Board member or officer for LAMSA or a related association (1 point per year - maximum 5 points)
- Other designation or job related license (EXPLAIN) (1 point each - maximum 5 points)

<u>Name of Board</u>	<u>Dates of Service</u>	<u># Years Served</u>	<u>Est. Points</u>
_____	_____	_____	_____

- Documentation is attached

<u>Type of Designation/License</u>	<u>Sponsor</u>	<u>Date Received</u>	<u>Est. Points</u>
_____	_____	_____	_____

- Documentation is attached

Total Points _____

Total Points for Category II: Experience _____

Total Points for Categories I and II _____

Application Fee: \$75 Attached (Check # _____)

Office Use

Date Application Submitted: _____ Date Reviewed by Board: _____ Date Applicant Notified: _____

Comments: _____