

# The Certified Municipal Assistant (CMA) Program

Through the **Louisiana Association of Municipal Secretaries and Assistants (LAMSA)**, office personnel may pursue the CMA designation. LAMSA is a non-profit professional association made up of people just like you who deserve recognition and the opportunity for professional training designed to meet **your** needs. LAMSA is an affiliate of the Louisiana Municipal Association. Members include municipal secretaries and assistants to mayors, councils, departments heads, and supervisors in towns and cities throughout Louisiana. Although the job responsibilities of its members vary, there is a common bond that unites this family of professionals. LAMSA is that bond and the CMA designation can make that bond even stronger.

Formed in August 1989, LAMSA keeps its members informed of their expanding or changing responsibilities, shared experiences, and improved work procedures by: providing a forum for networking; empowering its members to become more efficient and effective public servants; offering continuing education opportunities that increase job skills; and enhancing the professionalism of its members through a statewide certification program. The certification program will combine the knowledge and skills gained through practical work experience, formal education, professional development, and job-related seminars.

## How To Enroll

Once you register as a participant to attend a LAMSA seminar, you are automatically enrolled in the CMA program. After each seminar, your attendance hours are posted to your record of training and updated as you continue to attend future programs. After you earn the 100 education points through the seminars and meet the 50 experience points, you may submit your certification application for processing. You will receive official recognition for achieving the CMA status and will be awarded a certification plaque. Once certified, you would be required to earn 30 hours of continuing education over a three-year period by attending future LAMSA programs and must maintain active membership in LAMSA. Hours attended through other programs would need to be approved by the LAMSA board. If certification lapses because of failure to meet recertification requirements or failure to maintain active membership, a person would lose their CMA designation. To return to active status, a person must attend 30 hours of LAMSA programs within a three-year period and maintain active membership during this same period in order to be reinstated with the CMA designation.

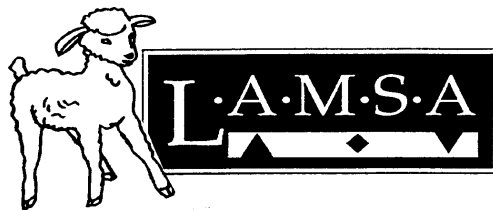


For additional information, contact:

Linda Strickland, LAMSA Certification Coordinator  
Louisiana Association of Municipal Secretaries and Assistants  
P.O. Box 1029  
Gonzales, LA 70707-1029  
Phone (225) 644-0619      FAX (225) 644-0122  
Email: lstrick@eatel.net

rev. 9/06

## Louisiana Association of Municipal Secretaries and Assistants (LAMSA)



*Certified Municipal Assistant (CMA)*

# Certified Municipal Assistant (CMA)

## Each Applicant Must:

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

## EDUCATION (100 points)

## POINTS

### Satisfactory completion of a LAMSA Seminar

1 point/hour

(Each seminar would cover a day and a half or 10 hours and would include topics in the areas of office administration, communication, and management.)

**NOTE:** LAMSA will accept 50 hours from the Louisiana Institute for Administrative Assistants (LIAA) program or 50 hours from the Louisiana Municipal Clerks Institute; however, a minimum of 50 hours must be earned from LAMSA Seminars.

### Current certification (Notary, CPS, etc.)

(20 points each - limited to two designations)

20 pts. each

**NOTE:** Certification from the LIAA or Municipal Clerks Institute cannot be duplicated if seminar hours are claimed above.

## EXPERIENCE (50 points) (appropriate documentation required)

## MAX. POINTS

### • Employment (cumulative - maximum of 40 points for all work experience)

- Full-time with administrative responsibility  
(4 points per year) 40
- Full-time with no administrative responsibility  
(2 points per year) 40
- Part-time with administrative responsibility  
(2 points per year) 20
- Part-time with no administrative responsibility  
(1 point per year) 20

### • Academic Credentials \*

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

### • Other Job-Related Training (cumulative)

- 1 point per day of training (day equals six hours) 15

### • Professional Development (cumulative)

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

\*Relevant academic points not used for experience may be applied toward education points on a case-by-case basis (maximum 20 points).