



Exemption Application Form

for MAP, MAFP, MLP, and HR

About this Application

This application form is for individuals seeking exemption from elements of the Diploma in Municipal Administration (DMA). The elements of the DMA are:

- The 4 Units of the AMCTO Municipal Administration Program (MAP)
- The 2 Units of the AMCTO Municipal Accounting and Finance Program (MAFP)
- The 4 Units of the AMCTO Municipal Law Program (MLP)
- The AMCTO Employment Law and Human Resources Program (HR)
- The Employment Law/Human Resources Research Report

Exemptions are granted at the discretion of AMCTO based on the conditions in Section 5 of the AMCTO Diploma in Municipal Administration Terms of Reference, located at [amcto.com/Education-Events/Diplomas/Diploma-in-Municipal-Administration-\(DMA\)](http://amcto.com/Education-Events/Diplomas/Diploma-in-Municipal-Administration-(DMA)).

AMCTO will only consider and assess exemption applications for:

- AMCTO members who are applying to pursue an AMCTO accreditation (CMO or AMP); or
- individuals who are currently enrolled in and taking other elements of the DMA.

Application Process

Before you submit an application

Please review Section 5 of the AMCTO Diploma in Municipal Administration Terms of Reference (link provided above) to determine whether you meet the conditions for exemption. The conditions vary between programs.

If you are seeking exemption based on courses or programs you took at other educational institutions, compare them to AMCTO's course outlines to confirm that they are equivalent/comparable. Course outlines can be found at amcto.com/Education-Events/Education-Programs. You will need to provide supporting documentation, including but not limited to detailed course outlines of the equivalent courses to demonstrate comparability in terms of content, learning objectives, workload requirements, level of difficulty, and municipal focus.

Once you are ready to apply

1. Fill out Part 1 and the relevant sections of Part 2.
2. Email the completed form with supporting documentation to Ya-Yin Ko, Manager – Education Services at yko@amcto.com. Copies and scanned documents are acceptable except in the case of academic transcripts, which should be official and sealed by the issuing institution. Electronic transcripts are acceptable only if they are issued directly to AMCTO by the institution. Official transcripts should be addressed to:
Ya-Yin Ko, Manager – Education Services
AMCTO
610-2680 Skymark Avenue
Mississauga, ON L4W 5L6
3. An administrative fee of **\$84.75** (includes HST) is required. An AMCTO staff member will contact you to collect payment information by phone. There are no refunds.

AMCTO will assess your application and supporting documents and may request additional documentation. If your application is approved, AMCTO will issue a letter confirming the exemption.

Part 1: Applicant Information¹

Please note: This is a fillable PDF form.

Name:	
Municipality/Organization:	
Job Title:	
AMCTO ID Number ² :	
Email:	
Address:	Is this your work or home address? <input type="checkbox"/> Work <input type="checkbox"/> Home
Phone:	Is this your work or home phone? <input type="checkbox"/> Work <input type="checkbox"/> Home

Which of the following applies to you?

- I am an AMCTO member pursuing CMO or AMP accreditation.
- I am pursuing the DMA and would like to be exempted from one or more elements of the DMA.

¹ We use this information to ensure your AMCTO profile is up to date.

² To find your ID number, log in at AMCTO.com and go to "My Account."

Part 2: Exemption Details

Please fill out the sections relevant to your application.

[2A. Exemption for the Municipal Administration Program \(MAP\)](#)

[2B. Exemption for the Municipal Accounting and Finance Program \(MAFP\)](#)

[2C. Exemption for the Municipal Law Program \(MLP\)](#)

[2D. Exemption for the Employment Law and Human Resources Program \(HR\)](#)

2A. Exemption for the Municipal Administration Program (MAP)

Select the unit(s) for which you are seeking exemption.

- MAP Unit 1: Introduction to Local Government MAP Unit 2: Municipal Administrative Structure
- MAP Unit 3: Municipal Financial Management MAP Unit 4: Management in the Municipality

Please complete (a) or (b) below, depending on which situation applies to you.

(a) If you are seeking exemption for one or two units of MAP:

1. Did you complete equivalent/comparable course(s) through a post-secondary institution or other educational organization? Yes No
2. Did you complete the equivalent course(s) within the past 10 years? Yes No
3. Did you achieve a grade of 60% or higher in the equivalent course(s)? Yes No

(b) If you are seeking exemption for more than two units of MAP:

1. Do you have a degree focused on municipal public administration from an accredited Canadian university? Yes No
2. Did you complete the degree within the past 10 years? Yes No
3. Did the degree include courses that are equivalent/comparable to the MAP units? Yes No
4. Did you achieve a grade of 60% or higher in the courses that are equivalent to the MAP units? Yes No

If you answered "No" to any of the questions above, you do not meet the conditions for exemption for MAP. If you meet the conditions, provide the following with your application:

- Detailed course outlines of the equivalent courses to demonstrate comparability in terms of content, learning objectives, workload requirements, level of difficulty, and municipal focus.
- An official academic transcript.

2B. Exemption for the Municipal Accounting and Finance Program (MAFP)

Select the unit(s) for which you are seeking exemption.

- MAFP Unit 1: Introduction to Municipal Accounting and Financial Reporting
- MAFP Unit 2: Financial Planning and Asset Management

Please complete (a) *or* (b) below, depending on which situation applies to you.

(a) If you are seeking exemption based on previous courses you took:

1. Did you complete equivalent/comparable course(s) through a post-secondary institution or other educational organization? Yes No
2. Did you complete the equivalent course(s) within the past 10 years? Yes No
3. Did you achieve a grade of 60% or higher in the equivalent course(s)? Yes No

If you answered “No” to any of the questions above, you do not meet the conditions for MAFP exemption based on previous courses taken. If you meet the conditions, provide the following with your application:

- Detailed course outlines of the equivalent courses to demonstrate comparability in terms of content, learning objectives, workload requirements, level of difficulty, and municipal focus.
- An official academic transcript.

(b) If you are seeking exemption based on having a CPA designation and relevant work experience:

1. Do you hold a CPA designation in good standing? Yes No
2. Have you been employed by a municipality or related public sector/not-for-profit organization, in Ontario, in an accounting or finance function for at least three years within the past 10 years? Yes No

If you answered “No” to any of the questions above, you do not meet the conditions MAFP exemption based on professional designation and work experience. If you meet the conditions, provide the following with your application:

- An up-to-date resume.
- Official job descriptions that demonstrate the relevance of your work experience.
- A copy of the certificate that confirms your achievement of the CPA (or CA, CGA, CMA) designation.

2C. Exemption for the Municipal Law Program (MLP)

Select the unit(s) for which you are seeking exemption.

- MLP Unit 1: Introduction to Municipal Law MLP Unit 2: Municipal Torts
- MLP Unit 3: Municipal Contracts MLP Unit 4: Municipal Land Related Law

Please complete (a) *or* (b) below, depending on which situation applies to you.

(a) If you are seeking exemption for one or two units of MLP based on previous courses you took:

1. Did you complete equivalent/comparable course(s) through a post-secondary institution or other educational organization? Yes No
2. Did you complete the equivalent course(s) within the past 10 years? Yes No
3. Did you achieve a grade of 60% or higher in the equivalent course(s)? Yes No

If you answered "No" to any of the questions above, you do not meet the conditions for MLP exemption based on previous courses taken. If you meet the conditions, provide the following with your application:

- Documentation including but not limited to detailed course outlines of the equivalent courses to demonstrate comparability in terms of content, learning objectives, workload requirements, level of difficulty, and municipal focus.
- An official academic transcript.

(b) If you are seeking exemption for more than two units of MLP based on having a law degree and relevant work experience:

1. Do you have a J.D. or LL. B from an accredited Canadian university? Yes No
2. Did you complete the degree within the past 10 years? Yes No
3. Have you been employed by a municipality or related public sector/not-for-profit organization, in Ontario, in a legal function for at least three years within the past 10 years? Yes No

If you answered "No" to any of the questions above, you do not meet the conditions for exemption for more than two units of MLP. If you meet the conditions, provide the following with your application:

- An up-to-date resume.
- Official job descriptions that demonstrate the relevance of your work experience.
- An official academic transcript.

2D. Exemption for the Employment Law and Human Resources Program (HR)

1. Do you hold a HRPA (CHRP, CHRL, CHRE) designation in good standing? Yes No
2. Have you been employed by a municipality or related public sector/not-for-profit organization, in Ontario, in a human resources function for at least three years within the past 10 years? Yes No

If you answered “No” to any of the questions above, you do not meet the conditions for HR exemption. If you meet the conditions, provide the following with your application:

- An up-to-date resume.
- Official job descriptions that demonstrate the relevance of your work experience.
- A copy of the certificate that confirms your achievement of the HRPA designation.