

Career Development Package Frequently Asked Questions (FAQs)

Getting Started

What are the benefits of the CDP?

- CDPs are offered at a 25% discount off the market rate annually for each package component
 - CDPs provide you and your municipality with significant cost-savings and strategic opportunities for organizational succession planning
 - Bundling and discounting of AMCTO offerings represents thousands of dollars in savings to municipal staff training and development budgets
 - All AMCTO program fees are subject to an annual cost-of-living adjustment
- CDPs create a defined path for a "complete" municipal professional, further strengthening your organization's talent pool
 - Participants will have documented municipal-specific education, experience, and personal development
- Increased connection between municipality and individual
 - CDPs encourage municipal organizations to recognize employee/leadership development as part of succession planning
 - Enrollment in CDPs demonstrates employer commitment to employee growth and professional development

I am interested in applying to the CDP but not sure which stream I should apply for – what stream is right for me?

We encourage those interested to [learn more about each of the CDP stream components](#) and to speak with their supervisors or HR representatives to determine which stream is right for them. Please note that the CDPs are intensive and require those enrolled to meet strict timelines and adhere to all [CDP Terms and Conditions](#).

When are applications open for the CDP?

Applications for the CDP will open in early September each year with program start dates beginning the following January.

How can I apply for the CDP?

Please visit our [program page](#) for more information and to apply.

How many spots are available for the CDP?

Currently, only ten (10) spots are available within each CDP program stream. Interested applicants are encouraged to apply early as available spots will be offered to successful applicants on a first-come, first-served basis.

When will I find out if I am accepted into the CDP?

Those accepted into a CDP will be notified following the close of the application deadline and before the end of the year. Formal program offers will be sent out to those accepted in November for final confirmation and sign-off by participants and their supervisors and must be returned to AMCTO by the stated deadline each year. Formal program component start dates will begin the following January.

Do I need to be a full member to enroll in the program?

No. AMCTO membership is a component of the CDPs and is not a prerequisite to applying or being accepted into the program. Current AMCTO members who apply and are accepted into the program will be automatically bumped up to the Full Member category (if they are a New Professional Member). Please note that no additional discounts on the CDP will be offered if you are accepted into the program as a current AMCTO member.

Do I need to qualify in one of AMCTO's membership categories to enroll in the program?

Yes. Please [review our membership categories and requirements](#) prior to applying to the CDP. While holding an AMCTO membership is not a prerequisite to applying or being accepted into the program, participants must be able to qualify for membership.

Do I need to apply for AMCTO membership separately after I apply to the CDP?

No. AMCTO membership is not a requirement for acceptance into the CDP and does not increase your chances of being accepted into the program (as it is a CDP component). However, you are welcome to still apply for your AMCTO membership. If you are a non-member applying to the CDP and you are accepted into the program, our membership team will follow up with you about your membership status and next steps upon enrollment.

Program Specifics

When does the CDP program officially start?

CDPs officially start in January with the AMCTO Winter/Spring education term. Participants will receive a list of the CDP program components they must complete for the year along with additional program component instructions and materials. Participants must keep track of their own progress within a CDP stream and must attend the courses and events for which they are registered.

If I enroll in the CDP, will I automatically be granted the AMP/AOMC/CMO accreditations?

No. Those enrolled in the CDP must complete the required applications and review process for each designation. This includes providing required application components and supporting documentation,

submitting applications for review, meeting the threshold of 85% approval from two out of three reviewers for the CMO and AMP designations, and acquiring enough points to meet the scoring threshold for the AOMC designation. AMCTO accreditations will only be granted following the review process and approval from the Board of Directors. Please [visit our accreditation programs page](#) for more information.

Do I need to be a full member to qualify for my AMCTO accreditation?

Yes. AMCTO membership is required for obtaining and maintaining your designation and membership is included as a component of the CDP.

Am I required to participate in the mentorship program for each year within my CDP stream?

No. CDP participants are only required to participate in the mentorship program once within a CDP stream; however, you are welcome to participate more than once if you desire.

I have already taken one or more of the education components in the CDP. Do I get an exemption from these components if I am accepted in the CDP?

The CDP is designed for people to take the entire package from start to finish. If you are accepted for one of the CDP spots, you will be enrolled in the whole package. You would not need to re-take education components that you have already taken and passed, but the fees that you have already paid for those components will not be deducted from the CDP package fee.

I have already taken one or more components of the Diploma in Municipal Administration (DMA) and would like to obtain the DMA, but I am also interested in the Early Career Stream of the CDP. Should I apply for the CDP?

This depends on how many components of the DMA you have already completed. The CDP is designed for people to take the entire package from start to finish. If you are accepted for one of the CDP spots, you will be enrolled in the whole package, and there is no fee deduction for the components that you have already paid for.

The other consideration is whether you want to complete the DMA at a pre-determined, accelerated pace. If you pursue the DMA outside of the CDP, the maximum completion timeline is 8 years, which is significantly more flexible than the CDP timeline.

Can I begin taking education courses sooner or do I have to wait for the January start date because it is part of the CDP?

If you intend to take all the components of the CDP, you must wait to enroll in January as part of the CDP. This allows us to ensure that all accepted CDP participants are enrolled correctly within our registration system and that participants' payments and progress can be tracked accurately under one CDP program umbrella. Please note that if you decide to take an education course sooner and still apply for the CDP, there is no guarantee that your application will be accepted. If you are accepted into the program, you will also still be required to pay

the full program fee (which includes the education course components).

Is the AMCTO conference part of the CDP?

No. The annual conference is not currently part of any CDP stream.

Are AMCTO workshops and webinars part of the CDP?

No. Workshops and webinars are not currently part of any CDP stream.

How can I track my progress within the CDP?

At the start of each year of the CDP, AMCTO will:

- Register participants into the CDP components that they must complete for the year.
- Provide participants with a list of the components they must complete for the year.

AMCTO will maintain records of participants' completion of CDP components. However, it is the participant's responsibility to keep track of their own progress and attend the courses and events for which they are registered. AMCTO is NOT responsible for participant absences that may result in failure to complete a CDP component.

Will I receive a different designation or certificate for completing the CDP?

No. At this time, successful completion of a CDP will grant participants their respective individual program certificates only (i.e. AMCTO Diploma in Municipal Administration, AMCTO Executive Diploma in Municipal Management, or individual course completion certificates).

Program Costs

What is the cost to apply to the CDP?

There is no cost to apply to the CDP, however, those accepted into the program are required to pay the enrollment fees once per year according to the fee schedule and annual payment deadlines set by AMCTO.

What is the cost of participating in the CDP?

Fees for each year of a CDP stream will vary depending on the program components for that year. Annual CDP fees will be subject to cost-of-living adjustments, as determined by the AMCTO Board of Directors, however, fees will always reflect the stated CDP program discount (25%) when compared to market rate costs of individual CDP components (i.e. AMCTO education courses, professional development Forums, accreditation etc.).

For example, based on 2024 AMCTO prices, the individual components/services costs of the early careers stream for the 4 years total \$9,053.00. The CDP rate for this at 25% off would be \$6,789.75 – a savings of over \$2,200. Pricing for the legislative and leadership streams can be totalled in a similar way – by adding up the individual program components/value of services at the current AMCTO market rate for the total length of the program (i.e. three or two years) and then subtracting 25% to get an estimated cost of the CDP.*

**As noted above, annual CDP rates are subject to cost-of-living adjustments as determined by the AMCTO Board of Directors. 2025 prices will be included as part of all 2025 CDP offer letters.*

[See our full Terms and Conditions](#) for more information.

I am an HR representative and want to enroll a group of staff into the CDP – is this possible? If so, can I receive a further group discount?

While we appreciate the enthusiasm for groups within an organization taking the CDP to learn and grow together, interested participants must apply individually. If accepted into the program, it is not guaranteed that individuals will be enrolled in courses together or complete their CDPs at the same time. Please note that no additional discounts will be granted for individuals or groups within the same organization enrolled in the CDP.

I applied and got accepted into the CDP, however, I am no longer able to commit to the program. Can I receive a refund?

Refunds are only available to participants whose fees have been paid and only after a cancellation request has been submitted in writing on or before February 15 of the year in which the cancellation applies. However, please note that an administrative fee equivalent to a Full Member category membership fee will be deducted from the refund amount and the participant will maintain their membership for the year. There will be no refunds or cancellations permitted after February 15. [See our full Terms and Conditions](#) for more information.

Do the CDP fees cover my expenses for in-person participation (i.e. costs for travel, accommodations, and food)?

No. If a CDP component takes place in an in-person format, the participant is responsible for their own meals, travel, and accommodation expenses.

CDP Participants

I am currently enrolled in the CDP, however, have already completed some of the program components – can I receive a refund for these components or substitute one program for another?

No. Refunds will not be given if a participant has already completed aspects of their CDP upon acceptance into the program. Substitutions for program components or changing the sequence of program components within a CDP are not permitted. Switching CDP streams once accepted into a program stream is not permitted. [See our full Terms and Conditions](#) for more information.

I am currently enrolled in the CDP, however, would prefer to take the Zoom format of my education course components. Is this possible?

No. The format of education programs (MAP, MAFP, MLP, PMPC) within the CDPs is correspondence only (see the [Education Programs website](#) to learn more about correspondence format). The only exceptions to this are for those enrolled in the legislative and leadership streams, where the Municipal Clerks Institute (MCI) and Executive Diploma in Municipal Management (EDMM) program will be held over Zoom. CDP participants will be enrolled in the virtual format of professional development Forums.

I am currently enrolled in the CDP, however I am taking a leave of absence – can I defer my participation in the program?

A participant who has already started the CDP may request to defer the completion of the remaining components under the following circumstances:

- Pregnancy, parental, or family leave
- An illness or injury that would prevent the participant's progress through the CDP

Deferrals are granted at the discretion of AMCTO staff, and the staff's decision is final. Deferrals are granted for a maximum of two years. If the participant does not intend to resume the CDP at the end of the deferral period, or requires a deferral exceeding two years, the participant must cancel their CDP enrollment. [See our full Terms and Conditions](#) for more information.

I am currently enrolled in the CDP, however, have a new role at a new organization. Will I still be able to complete the program?

It is required that CDP participants advise their employer and/or direct supervisors of their intention to participate/continue to participate in the CDP. A participant who changes their place of employment while they are in progress with the CDP must inform AMCTO and:

- Indicate their intention to continue in the CDP; or
- Cancel their enrollment in the CDP

I am currently enrolled in the CDP, however, will not be able to complete my stream requirements on time. Is this a problem?

Participants must adhere to the full CDP schedule prescribed for each stream and must complete program components within the year in which they occur. Extensions to timelines are not permitted. Any component completed outside of this schedule must be registered and paid for separately from the CDP fees at the regular AMCTO program rate.

The CDP is an intensive program that requires participants' full attention, commitment, and employer support. It

is highly recommended that you only apply for and enroll in the CDP if you are confident that you will be able to complete the program requirements within each stream's given schedule.

Other

What other resources are available for the CDP?

Those interested in CDPs are encouraged to review:

- [CDP Terms & Conditions](#)
- [CDP Information Session Slide Deck \(presented at the 2024 AMCTO Conference\)](#)
- [CDP Promotional Postcard](#)
- [CDP Information Session Recording](#)

For more information or questions, please [contact us](#).

