



**AMCTO**  
THE MUNICIPAL EXPERTS

# Career Development Packages

Terms & Conditions

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## Terms and Conditions – Summarized Version

The AMCTO Career Development Package (CDP) provides an intensive professional development path for municipal professionals. Successful applicants are enrolled into a pre-set series of courses and programs at a discounted rate. To maintain enrollment and eligibility for the discount throughout the duration of the package, which ranges between two to four years, participants are expected to follow certain policies and procedures, such as:

- Paying yearly enrollment fees according to payment schedules set by AMCTO.
- Completing all course/program components in the CDP according to the prescribed schedule.
- Maintaining qualifications for AMCTO Full Member membership status.
- Submitting supplementary application or registration forms where required, such as those for mentorship and accreditation.
- Meeting the criteria for accreditation when the accreditation process begins in the CDP schedule.

The full requirements are detailed in a set of Terms and Conditions. Successful applicants must agree to the terms before starting the CDP.

## Terms and Conditions – Full Version

The AMCTO Career Development Package (CDP) is designed for municipal professionals who wish to develop or enhance their sector-specific knowledge and skills at an accelerated pace. The CDP is a selective program in which the successful applicants commit to an intensive schedule of professional development. Spaces are reserved for those who intend to fully complete the program in accordance with the sequence and timeline of events defined by AMCTO.

The enrollment fee for the package is significantly lower than the regular fees required to enroll in all the individual components of the CDP. To ensure clarity and mutual understanding of the benefits and restrictions of the program, each CDP participant is asked to review and accept the following terms and conditions.

## ***Fees***

- The participant's CDP enrollment fees must be paid once per year according to the fee schedule and annual payment deadlines set by AMCTO.
- If AMCTO does not receive an outstanding fee for a participant by a payment deadline, AMCTO will cancel the participant's enrollment in the CDP.
- The participant's CDP enrollment is not guaranteed until payment is received by AMCTO.
- Fees for each year will vary depending on the CDP components prescribed for that year.
- Annual CDP fees will be subject to cost-of-living adjustments, as determined by the AMCTO Board of Directors. Fees charged will always reflect the stated discount when compared to market rate costs.
- Payment can be made via credit card, EFT, or cheque. Email money transfers are not accepted.

## ***Cancellations***

- Cancellation requests must be submitted by the participant to AMCTO in writing.
- Refunds are only applicable to participants whose fees have been paid. For cancellation requests received by February 15 of the year to which the cancellation applies, an administrative fee equivalent to a Full Member category membership fee will be deducted from the refund amount. There are no refunds for cancellation requests received after February 15.
- A participant who cancels their enrollment in the CDP on or prior to February 15 of the first year of the program will be required to re-apply to the program in a future year if they wish to re-enroll.
- A participant who cancels their enrollment in the CDP at any point after February 15 of the first year of the program will not be eligible to re-apply to or re-enroll in the program.
- The standard cancellation and refund policies for education and professional development programs do not apply to the CDP or components of the CDP.

## ***Transfers***

A participant's enrollment in the CDP and components within the CDP is non-transferable.

## ***Start Date***

The start date of the CDP is set by AMCTO. It cannot be postponed in any year of the program. A participant who cannot start the CDP at the scheduled time must cancel their enrollment.



## ***Completion Timelines***

- Participants must adhere to the full CDP schedule prescribed by AMCTO and complete the program:
  - Within four years for the Early Career stream
  - Within three years for the Legislative stream
  - Within two years for the Management/Leadership stream
- Participants must complete components within the year in which they fall in the schedule.
- Any component completed outside of the prescribed schedule must be registered and paid for separately from the CDP fees, at the regular rate.
- Extensions to the timelines are not permitted.

## ***Format of Components***

- Participants will be enrolled into the correspondence format of the Municipal Administration Program (MAP), Municipal Accounting and Finance Program (MAFP), and Municipal Law Program (MLP) when these programs apply to a CDP stream. Zoom and in-person formats of these programs are not available to CDP participants.
- Participants in the Management/Leadership stream will be enrolled into AMCTO's regular Zoom format offering of the Executive Diploma in Municipal Management (EDMM). The in-person format of EDMM is not available to CDP participants.
- Print textbooks for MAP, MAFP, and MLP are not included in the CDP. Participants who wish to purchase a print version of a textbook must do so during the regular Winter/Spring and Fall registration periods.
- Participants will be enrolled into the virtual format of forums in their CDP stream.
- If a CDP component takes place in an in-person format, the participant is responsible for their own travel expenses.

## ***Changes and Substitutions***

- Participants are enrolled in one of three CDP streams (Early Career, Legislative, or Management/Leadership). Switching from one stream to another is not permitted.
- Substituting one component with another is not permitted.
- Changing the sequence of the components is not permitted.
- Changing the format of a forum or education course is not permitted.



## Deferrals

- 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.
- AMCTO will assess each deferral request with the participant to determine the start and end dates for the deferral period and the components of the CDP that must be completed upon the participant's return.
- A participant with an approved deferral must pay an administrative fee of \$200 + HST to resume the CDP at the end of the deferral period.
- When the participant returns at the end of an approved deferral period, they must complete the remaining components of the year in which the deferral began (if any) before starting the subsequent year of the CDP.
- The start date of the deferral period should fall in between the end and the start of education and professional development components. If the deferral period must begin while an education or professional development component is in progress, the participant's enrollment in that component will be cancelled. The participant can register for it individually at the regular rate when they return.
- If an approved deferral period begins after the participant's CDP fees have been paid for the year, the participant's AMCTO membership status will be updated based on their membership eligibility.
- If an approved deferral period begins while the participant's mentorship program is in progress, the mentor-mentee relationship will be discontinued. The participant will be required to re-apply to the mentorship program when they return. Any other CDP participant affected by the discontinuation of the mentor-mentee relationship will be re-matched with a new mentor or mentee as soon as possible.
- If an approved deferral period begins during the participant's 12-month accreditation process timeline, AMCTO will pause the participant's timeline at the start of the deferral period. Upon return, the timeline will resume, and the participant will be required to submit the completed application within the remaining time. AMCTO does not guarantee that application reviewers will be available immediately upon the participant's return.
- AMCTO does not guarantee that the format, content, or schedule of the outstanding components will remain the same when the participant returns after a deferral.
- If the participant does not resume the CDP by the time the approved deferral period expires, AMCTO will cancel the participant's enrollment in the CDP and the participant will forfeit all fees that have been paid.



- Extensions to the approved deferral period are not permitted.
- The standard deferral policies for education and professional development programs do not apply to the CDP or components of the CDP.

### ***Maintenance of CDP Eligibility***

To be eligible for the CDP, a participant must be employed by, or under contract directly or indirectly with a municipal corporation or a local board as defined in the *Municipal Act, 2001*. A participant whose employment no longer meets this requirement must inform AMCTO and cancel their enrollment in the CDP.

### ***Change in Place of Employment***

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.

### ***Membership***

- AMCTO membership in the Full Member category is included in the CDP. Participants in good standing have access Full Member benefits.
- If a new participant is an existing AMCTO member in a non-Full Member category, they will be upgraded to the Full Member category after they enroll and pay fees for the CDP.
- A participant who cancels their enrollment in the CDP after their fees have been paid for a year will retain AMCTO Full Member benefits for the remainder of that year, unless they no longer meet the eligibility criteria for the Full Member membership category.

### ***Mentorship***

- Participants must submit a mentorship program application to AMCTO to be matched with a mentor or mentee.
- The application must be submitted by the application deadline in the year in which the mentorship component begins in the participant's CDP schedule.

## ***Accreditation***

- Participants must register as an accreditation candidate to start the accreditation component of the CDP. The registration must be submitted in the fall of the year that precedes the start of the accreditation process.
- The completed accreditation application must be submitted to AMCTO within 12 months of starting the accreditation process. Extensions are not permitted within the CDP. A participant who does not submit the complete application within 12 months will be required to re-register for the accreditation program or continue the process outside of the CDP. Additional fees apply when re-registering for or extending the accreditation process.
- The participant may start preparing for their accreditation application package at any point, but the 12-month timeline for the accreditation process officially begins in the year indicated in the participant's CDP schedule.
- Participants are subject to the minimum qualifications of the accreditation component in their CDP stream. A participant who does not meet any of the qualifications will not be permitted to start the accreditation process.

## ***AMCTO-Ivey Canadian Municipal Leadership Accelerator***

- AMCTO will provide the AMCTO-Ivey Canadian Municipal Leadership Accelerator (CMLA) dates as soon as they are confirmed each year, and CDP participants must attend on the given dates.
- Participants in the CMLA are subject to The Ivey Academy's program application and completion requirements. Certificates and credentials for the CMLA are granted at The Ivey Academy's discretion.

## ***Completion of Education Components***

- Participants must meet minimum grade and/or attendance requirements to successfully complete the education components of the CDP. These requirements are specified within each education course/program.
- AMCTO will not prevent a participant who does not successfully complete an education course or program from proceeding with the remaining components of the CDP. However, the participant is responsible for:
  - Scheduling assessment re-writes with AMCTO where applicable
  - Re-taking the course/program where applicable
  - Paying all the standard fees associated with re-writing an assessment or re-taking a course/program





## ***Completion of the CDP***

A participant is deemed to have completed the CDP if they:

- Successfully complete all the components of the CDP within the overall timeline (2 year, 3 years, or 4 years depending on the stream, except in cases where the participant has an approved deferral).
- Successfully complete all the components required each year, within the prescribed year on the CDP schedule.
- Successfully attain the accreditation relevant to their CDP stream.

## ***Education Course Exemption or Challenge***

Participants who meet AMCTO's qualifications to apply for a course exemption or to challenge a course may do so at no additional charge. Exemptions approved by AMCTO and enrollments in challenge courses can be applied toward completion of the CDP but have no impact on the CDP enrollment fees.

## ***Progress Tracking***

- 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.

## ***Application of Other AMCTO Policies***

- Participants are subject to the following education policies:
  - AMCTO Education Programs Policy
  - DMA Terms of Reference
  - Course and program policies stated in syllabi and student handbooks, **except those related to cancellations, refunds, and deferrals**
- Where there is a difference or conflict between the CDP Terms and Conditions and other AMCTO policies, the CDP Terms and Conditions prevail.



## ***CDP Program Cancellation or Postponement by AMCTO***

- AMCTO reserves the right to cancel or postpone the CDP program or any of its components due to low enrollment or extraordinary circumstances such as extreme weather conditions, security threats, instructor illness, or public health emergencies.
- If the CDP or one of its components is cancelled or postponed, AMCTO will inform participants at the earliest opportunity and make accommodations to ensure participants can:
  - Complete the CDP or a CDP component within a reasonable time frame; or
  - Receive a refund for components of the CDP that were paid for but cancelled or postponed.

## ***Changes to Policies and CDP Components***

AMCTO strives to keep its programs and policies current and responsive to evolving needs. From time to time, AMCTO may update or change:

- The content or curricula of education and professional development
- The requirements for membership, mentorship, and accreditation
- The composition of the CDP streams
- Policies and terms and conditions related to the CDP or its components

If a change may affect participants' completion of or progression through the CDP, AMCTO will inform participants and make reasonable accommodations to minimize disruptions to their CDP schedule.





The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) represents excellence in local government, management and leadership. Over the past 85 years, AMCTO has provided education, accreditation, leadership, and management expertise for Ontario municipal professionals. With 2,200+ members working in municipalities across the province, AMCTO is Ontario's largest association of local government professionals, and the leading professional development organization for municipal professionals.

Our mission is deliver professional growth, networks, advocacy, and leadership to support and strengthen the knowledge, skills, and capabilities of municipal professionals now and into the future.

Telephone: (905) 602-4294

Email: [amcto@amcto.com](mailto:amcto@amcto.com)

[www.amcto.com](http://www.amcto.com)