

AMP

Accredited
Municipal
Professional

MANUAL

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INTRODUCTION



The Handbook is your guide to the AMP Accreditation Program that provides you with everything you need to know in order to participate in and complete the certification process.

The Handbook is presented in four parts and is designed to provide you with the information you need at each step of the submission process. Each part focuses on a key phase of the certification program.

Section A: Program Overview

Section B: The Submission

Section C: Maintenance of the Designation

Section D: Tools and Resources

If you still have questions or require further information after reading the Handbook email:
accreditation@amcto.com

Candidates for certification are required to follow all policies, procedures and guidelines outlined in the Handbook.

SECTION A: PROGRAM OVERVIEW

This section is designed to provide those who are curious about AMP Accreditation with a high-level overview of the Program.

This is recommended reading for those who want to find out more about the AMP and pre-reading for all prospective AMP candidates prior to registration.

SETTING STANDARDS

The AMP accreditation, is a designation for municipal professionals in a **non-management/leadership role**.

The AMP designation provides municipal professionals with the ability to prove their competency and be confident in their knowledge, skills and abilities in the field.

QUALIFICATIONS

To apply for the AMP Program you need the following:

1. Be a member of AMCTO in good standing
2. Be employed by a municipality (or related organization) with at least three (3) years of experience in a non-management/leadership role
3. Have completed the AMCTO Municipal Administration Program (MAP) or an acceptable equivalent. Find out if you are eligible for an exemption by reviewing Section 5 in the [Diploma in Municipal Administration \(DMA\) Terms of Reference](#).

5 AMP COMPETENCIES

- › **Municipal Operations**
- › **Communication**
- › **Service Delivery**
- › **Government Relations and Stakeholder Engagement**
- › **Managing Work**

As the AMP designation is competency based, candidates are required to demonstrate knowledge, skill and ability in the 5 competencies as outlined in the AMP Competency Framework, available on our website.

AMCTO will exempt holders of certain professional designations from having to prove relevant AMP competency areas. For more information see **Appendix 2** attached to this Handbook.

SECTION B: THE SUBMISSION

OVERVIEW OF THE AMP SUBMISSION

Preparing your submission is a lot of work and we want you to be successful. We have designed the Submission Process and Prescribed Forms to help you compile all the relevant documentation and assist you in knowing how to address all of the required outputs against which your submission will be assessed.

If you still have questions about the submission process after reading this information, contact **accreditation@amcto.com**

THE SUBMISSION PROCESS

It is important to follow the submission process in order so that you do not miss a step.

READ

The prerequisites for the AMP.
Have you met all entry criteria? You will be required to provide proof.

The AMP Competency Framework, available on our website in a separate document.
You will be required to demonstrate ALL competencies, associated sub-competencies and behavioural indicators, unless you qualify for exemptions as outlined in **Appendix 2**.

The AMP Accreditation Handbook.
The purpose of the Handbook is to guide candidates through the Accreditation Program.
It is the primary source for program support.

SECTION B: THE SUBMISSION

SELF-ASSESS

Complete a self-assessment online.

It is important to identify any gaps in knowledge or experience you may have as this may impact your ability to demonstrate competency.

If you have knowledge and experience in each of the 5 competencies, proceed to the next step. If not, your self-assessment can be used to plan your professional growth to acquire the knowledge and experience you require for the AMP.

REGISTER

Online as a AMP Candidate with AMCTO.

Payment is not required at the time of registration.

Registered candidates will receive a Submission Package which includes the Prescribed Forms you will need to complete your application.

As a registered candidate you will be notified of webinars and other activities offered to candidates.

This step is critical to ensure you receive any program updates or changes.

SECTION B: THE SUBMISSION

COMPLETE

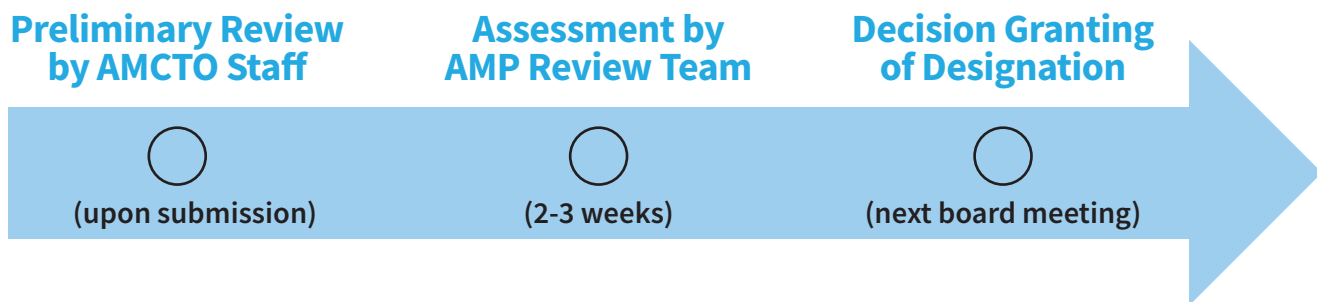
Your submission using the Prescribed Forms. Forms must be complete and not modified in any way or your Submission will be returned without review.

Requests for exemption, if any. For more information about eligibility and claiming exemptions, review the Exemption Guidelines in this Handbook.

SUBMISSION DATES

- › **March 15th** for granting of designation at June Board meeting (Any submissions received after March 15th will be held and processed only after all submissions received by the deadline are processed. AMCTO does not ensure any applications received after March 15th will be processed prior to the June Board meeting).
- › **July 15th** for granting of designation at September Board meeting
- › **September 15th** for granting of designation at November Board meeting
- › **December 1st** for granting of designation at February Board meeting

THE REVIEW PROCESS



Preliminary Review: AMCTO will conduct a preliminary review of your Submission to determine if it is complete. Candidates will be contacted if anything is missing or the prescribed Forms were modified or used incorrectly. If required, your Submission will be returned to you to complete.

Assessment by AMP Review Team: An AMP Review Team consisting of 3 reviewers will each individually review your Submission against the AMP Competency Framework including competencies, sub-competencies, behavioural indicators and required outputs.

We have recently introduced a threshold for AMP approvals:

Applicant's meeting 85%-100% approval rate for their submission will be automatically recommended for the AMP designation. For applicants between 75-85% of their submission approved, they will be provided the opportunity for a structured interview, facilitated by staff to help reviewers decide on final approval.

In this framework, preference of applicants and reviewers will be taken into account along with administrative discretion by staff (outside of the thresholds themselves).

Granting of Designation: AMCTO Board of Directors grants the AMP designation. Once the Board of Directors grants the AMP designation, candidates are notified by letter, which grants the candidate authorization to use the AMP designation. In order to be awarded the AMP, candidates must be an AMCTO Member in good standing.

Successful AMP recipients are invited to the next AMCTO Annual Meeting and Conference to be recognized for this achievement. If you cannot attend, alternative arrangements will be made.

THE REVIEW PROCESS

SUBMISSION GUIDELINES

1. Electronic submissions must be in a PDF format, bookmarked, with links to supporting documentation.

Electronic submissions may be submitted by one of the following methods:



email to
accreditation@amcto.com



uploaded to
Drop Box or Google Drive



on a flash drive
mailed to:
AMCTO, Accreditation
2680 Skymark Avenue,
Suite 610
Mississauga, ON L5W 4L6

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SECTION C: MAINTENANCE OF THE AMP DESIGNATION

Members of AMCTO who hold the AMP designation will retain the designation and will not be required to prove competency again, however, they will be required to maintain the designation within the newly established three (3) year PDU maintenance program. This will require them to participate in professional development activities over a three (3) year cycle.

REPORTING PDU

Maintain a log of professional development activities. Report your activities, claim PDUs every three (3) years and get credit for your work as you continuously develop within your profession.

The PDU Log form is available on the AMCTO website. AMP holders will receive a notice from AMCTO every three (3) years asking for submission of their PDU Log. AMP holders will be required to keep supporting documentation for all PDUs claimed, as random audits will be conducted. However, supporting documentation will not be required at the time of submission of the PDU Log.

Table #2 below is a Chart which outlines the requirements for submission of professional development activities. Table #3 below is a sample of a completed section of the PDU Log.

TABLE 2: PDU CHART | 60 PDUS ARE REQUIRED IN A 3 YEAR CYCLE

Category	Description of Acceptable Activities Related to the Municipal Sector	Required Documentation <small>Apply your activity to one of the 8 competency categories</small>	Additional Required Documentation <small>(if audited)</small>
Continuing Education and Professional Development	Attending educational courses offered by AMCTO; other relevant educational courses, conferences, seminars or symposiums. Professional development – completing an academic course offered by a university or college	Name/Topic and date(s) of Course/ Program: Name of Certificate/Degree granted if applicable Certificate of completion	Registration receipt, syllabus
Self-Directed Learning (non structured)	Self-directed learning activities which are individualized learning events involving personally conducted research or study; reading articles, books, or instructional manuals; watching videos, using interactive CD-ROMs, podcasts, or other source material; having formal discussions with colleagues, co-workers, clients or consultants; being coached or mentored by a colleague, coworker or consultant.	Topic and method of learning	Evidence, description, purpose and sample notes

SECTION C: MAINTENANCE OF THE AMP DESIGNATION

TABLE 2: PDU CHART | 60 PDUS ARE REQUIRED IN A 3 YEAR CYCLE

Category	Description of Acceptable Activities Related to the Municipal Sector	Required Documentation <small>Apply your activity to one of the 8 competency categories</small>	Additional Required Documentation <small>(if audited)</small>
Teaching and Presenting	Serving as a speaker or instructor for management related courses and presentations; serving as a moderator of a relevant discussion; serving as a subject matter expert for a panel discussion. Presenting in a webinar or podcast.	Topic/type and date of teaching and/or presenting	Agenda, schedule, lesson plan outlining session details
Designing Courses	Creating a course or developing course content for management related courses.	Topic/type of course and content.	Agenda, schedule, brochure, table of contents
Professional Writing	Authoring/co-authoring a management textbook; a peer reviewed article; an article; an article for relevant electronic or print newsletters; an article published on an official organization, professional or company blog	Name of article, book, etc. and publication issue and title or website link	Copy of article, table of contents, any other material as evidence of published material
Community Involvement	Providing volunteer, non-compensated management services to non-employer/non-client groups. Active participation with professional/community organization-senior level	Your role, name and type of organization and length of time involved	Letter from organization acknowledging your participation, time spent and brief explanation
Sharing Your Knowledge	Acting for a municipal organization as a marker, reviewer, mentor of academic or accreditation programs	Your role, name and type of organization, and length of time involved Documentation of role from organization	Letter from organization acknowledging participation, time spent and brief explanation

SECTION C: MAINTENANCE OF THE AMP DESIGNATION

TABLE 3: SAMPLE OF AMP PDU LOG

PDU Category	Competency Category	Description of Activities
Continuing Education and Professional Development	<ul style="list-style-type: none"> ■ Service Delivery ■ Government Relations and Stakeholder Engagement ■ Municipal Operations ■ Communication ■ Managing Work 	<p>Course Name: Emotional Intelligence- proof of attendance attached</p> <p>Course Provider: IHHP</p> <p>Course Date: October 16, 2014</p> <p>No. of Hours: 7 = 7 PDU</p> <p>Certificate/degree granted – none</p> <p>Description of content: Why do smart people fail? Why do technically brilliant individuals have trouble managing others and collaborating on a team? It is not because they lack intelligence or technical skills. Far from it. What they lack is a critical level of Emotional Intelligence. Whether you are a formal manager or want to increase your individual performance (or both), this training program, will teach you the foundational skills.</p>

Municipal Operations

Awareness and Application of Legislation
Application of Policies and Procedures

Service Delivery

Delivery of Service
Quality of Results

Communication

Oral and Written
Communication Skills
Stakeholder Relations
Social Media & Information Technology

Government Relations & Stakeholder Engagement

Stakeholder Engagement & Consultation
Government Relations Advocacy

Managing Work

Professional Development
Problem Solving and Decision Making
Collaboration
Project and Time Management
Self Management

AMP PREREQUISITE EXEMPTION

For those who qualify, AMCTO will provide an education-related exemption from the Municipal Administration Program (MAP) requirement. Individuals who graduated with a degree focused on municipal public administration from an accredited Canadian university within the past 10 years may be eligible to apply for exemption. For more information, visit the [Diploma in Municipal Administration web page](#). Refer to Section 5 in the Terms of Reference document and use the Exemption Application Form if you meet the conditions for exemption.

AMP SUBMISSION EXEMPTION

AMCTO will exempt holders of certain professional designations from having to prove relevant AMP competency areas. At the time of submission you will need to identify and provide evidence/written documentation to support any exemptions you are claiming. AMCTO will confirm eligibility.

For those who qualify, the following exemption applies to the AMP Submission/maintenance of designation requirements:

1. AMCT designation granted by AMCTO

- AMP applicants who hold the AMCTO - AMCT designation are granted exemption for the Municipal Operations Competency of the AMP Accreditation Application.

Candidates must submit proof of their designation with their Submission.

COMPETENCY:

A cluster of related abilities, commitments, knowledge, and skills that enable a person (or an organization) to act effectively in a job or situation (www.businessdictionary.com)

SUB-COMPETENCY:

Describes in more detail the knowledge, skills and abilities related to the Competency. A Competency can have one or more sub-competencies.

BEHAVIOURAL INDICATOR:

Observable, demonstrated behaviour that indicates whether someone has the knowledge, skills and abilities for that particular competency/subcompetency.

