



**AMCTO**  
THE MUNICIPAL EXPERTS

# Accredited Ontario Municipal Clerk Handbook



Accredited  
Ontario  
Municipal Clerk

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## Introduction

This handbook is your guide to the Accredited Ontario Municipal Clerk (AOMC) Accreditation Program. It provides you with everything you need to know in order to participate in and complete the certification process.

This handbook is presented in three parts and is designed to provide you with the information you need as you work through each step of the process. Each part focuses on a key phase of the certification program.

**Section A:** Program Overview

**Section B:** Submission & Review Process

**Section C:** Maintenance of the Designation

If you still have questions after reading the handbook and reviewing the website, please contact our accreditation team at [accreditation@amcto.com](mailto:accreditation@amcto.com).

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





## Section A: Program Overview

The AOMC certifies a clerk on their education, experience, and professional contributions. This professional designation establishes a professional standard that ensures the clerk's profession remains relevant and attractive through a commitment to continuous learning and development. The municipal clerk is one of two statutory roles required for each Ontario municipality.

The AOMC designation establishes a high standard by promoting the unique value, elements, and professional requirements for municipal clerks in Ontario. These duties require strong leadership, organizational, political, and legislative knowledge in order to effectively manage services, policy processes, and various matters of legislative compliance with elected officials. Successful completion and approval of the requirements confer the right to use the initials AOMC after your name.

The AOMC is developed around three core principles that are central to the foundation for the municipal clerk's profession:

1. **Defining a professional standard**
2. **Driving the profession forward**
3. **Commitment to continuous learning and development**

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

### ***Prerequisites***

To apply for the AOMC, candidates are required to:

1. Be a member of AMCTO in good standing,
2. Be employed as a clerk or deputy clerk by a municipality (or related organization) in Ontario with at least three (3) years of full-time experience (note: other job titles (i.e. council or legislative services) are accepted as long as those duties assigned are that of a typical municipal clerk).



## ***Evaluation Criteria***

The AOMC utilizes a points-based scoring system/evaluation criteria based on the following categories:

- 1. Education**
- 2. Experience**
- 3. Professional Contributions**

To be granted the AOMC designation, candidates are required to have a **minimum of 90 points overall**. Each category has a minimum threshold/requirement for the number of points that candidates need to score. However, just having the minimum points per each category will not be sufficient to be granted the AOMC designation (scoring the minimum points in each category will only result in a *total* of 75 points).

### ***Education***

Maximum Number of Points: **60** | Minimum Number of Points Required: **30**

Formal education is the foundation upon which any professional operates. It is an increasingly fundamental component to professional growth along with continuing education, which is also captured in the scoring model. This can include attending educational courses offered by AMCTO or other relevant educational courses, conferences, seminars or symposiums. All candidates are encouraged to review the AOMC scoring chart on page 11 for examples of accepted activities.

### ***Experience***

Maximum Number of Points: **50** | Minimum Number of Points Required: **25**

The AOMC designation is based on a strong belief in the value of experience, particularly related to the clerk's role. One's broad spectrum of experience will be captured through the scoring system, which will also include experience beyond the clerk's department, such as through legislative roles or committees. However, the more relevant one's experience is, the higher score one can achieve.

As a reminder, all candidates are **required to have a minimum of three years full-time employment experience in the role of clerk or deputy clerk**.

### ***Professional Contributions***

Maximum Number of Points: **40** | Minimum Number of Points Required: **20**

This category focuses on what the applicant has done above and beyond their daily professional role. It reflects a belief that one should be consistently making contributions through involvement in various activities that promote and advance the profession.

This can include teaching courses, writing articles, volunteering, or mentoring. The goal of this category is to ensure that the profession remains strong, healthy and viable into the future by ensuring that individuals are making meaningful contributions.





## Section B: Submission & Review Process

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 addressing the required outputs against which your submission will be assessed.

It is important to follow the submission process in order to ensure that you do not miss a step. If you still have questions about the submission process after reading this information, please contact [accreditation@amcto.com](mailto:accreditation@amcto.com).

### ***Step 1: Read***

- **AOMC Prerequisites:** Have you met all entry prerequisites? You will be required to provide proof.
- **AOMC Handbook:** The purpose of the handbook is to guide candidates through the Accreditation Program. It is the primary source for program support.

### ***Step 2: Register***

**Register online as an AOMC candidate through the AMCTO website.**

Payment will be required following the verification of your prerequisites. Once paid, registered candidates will receive access to the AOMC accreditation program in AMCTO's online learning platform, AMCTO Connect. It will contain program information, resources and the prescribed forms you will need to complete your application.

### ***Step 3: Submit***

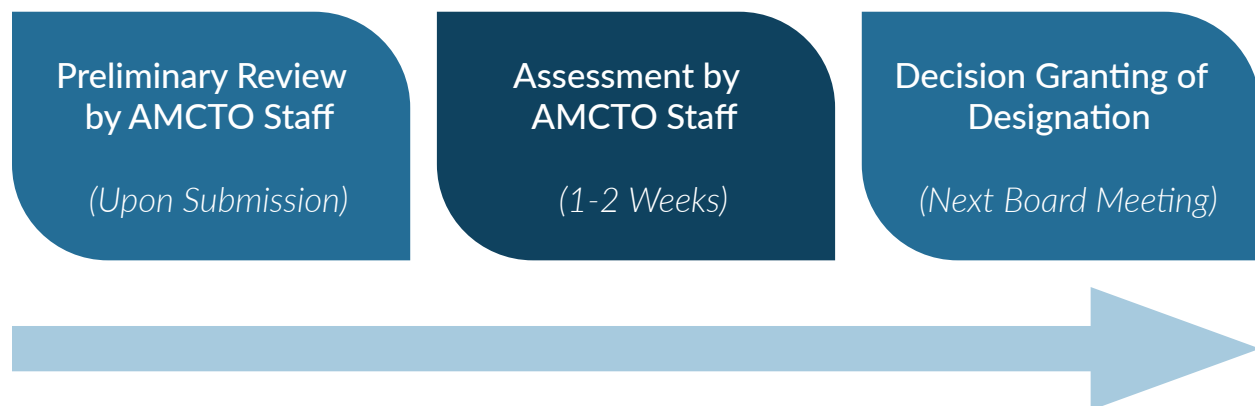
Complete your AOMC submission by using the prescribed submission form within AMCTO Connect. Submissions should be completed including all related supporting documentation.

When your AOMC submission is ready for the review process, complete the "Ready to Submit" form within AMCTO Connect to alert the accreditation staff that your application is ready for review.

## Submission Dates

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

## Review Process



**Preliminary Review:** AMCTO staff 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 are incomplete. If required, your submission will be returned to you to complete.

**Assessment by AMCTO Staff:** Staff will review your submission against the AOMC point-based scoring system. Upon completion of this review, you may be asked follow-up questions or asked to provide more clarification. If additional information is requested, you will have 30 days upon contact to submit the requested information. If no follow-up questions or additional information is requested, then your application will be approved and put forward to the AMCTO Board of Directors for their final approval.

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

Successful AOMC recipients will be invited to the next AMCTO Annual General Meeting to be recognized for this achievement. Alternate arrangements will be made for those who cannot attend in person.





## Section C: Maintenance of the AOMC Designation

Members of AMCTO who hold the AOMC 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 five-year professional development unit (PDU) maintenance program. This will require them to participate in professional development activities over a five-year cycle.

### *Reporting PDUs*

Members who hold the AOMC designation will be required to maintain a log of professional development activities. This log contains a record of your professional development activities over a five-year cycle, allowing you to claim PDUs and get credit for your work as you continuously develop within your profession.

AOMC holders will receive a notice from AMCTO every five years asking for submission of their PDU log. AOMC holders will be required to keep supporting documentation for all PDUs claimed as random audits may be conducted from time to time by AMCTO. Supporting documentation will not be required when it comes time to submit your PDU log.

Table 1 outlines the requirements for submission of professional development activities.





Table 1: PDU Chart - 100 PDUs are required in a five-year cycle

Category	Description of Acceptable Activities Related to the Municipal Sector	Required Documentation <i>Apply your activity to one of the three core principles.</i>	Additional Required Documentation <i>(if audited)</i>
<b>Continuing Education &amp; Professional Development</b> <i>(Minimum of 50 PDUs required in this category)</i> 1 hour of activity = 1 PDU	Attending educational courses offered by AMCTO or other relevant educational courses, conferences, seminars or symposiums; 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
<b>Sharing Your Knowledge</b> 1 hour of activity = 1 PDU	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 - include documentation of role from organization	Letter from organization acknowledging participation, time spent and brief explanation
<b>Teaching &amp; Presenting</b> 1 hour of activity = 1 PDU	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 or lesson plan outlining session details
<b>Designing Courses</b> 1 hour of activity = 1 PDU	Creating a course or developing course content for management related courses	Topic/type of course and content	Agenda, schedule, brochure, table of contents
<b>Professional Writing</b> 1 hour of activity = 1 PDU	Authoring/co-authoring a management textbook, a peer reviewed article, 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
<b>Community Involvement</b> 1 hour of activity = 1 PDU	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
<b>Self-Directed Learning (non-structured)</b> 2 hours of activity = 1 PDU	Individualized learning events involving personally conducted research or study; reading articles, books, instructional manuals, or digital publications; watching videos, podcasts, or other source material; having formal discussions with colleagues, co-workers, clients or consultants; being coached or mentored by a colleague, co-worker or consultant	Topic and method of learning	Evidence, description, purpose and sample notes

Table 2: Sample of AOMC PDU Log

Category	Description of Acceptable Activities Related to the Municipal Sector	Identify which of the AOMC core principles the information demonstrates: 1. Defining a professional standard 2. Driving the profession forward 3. Commitment to continuous learning and development	Number of PDUs Claimed
<b>Continuing Education &amp; Professional Development</b> 1 hour of activity = 1 PDU	Attending educational courses offered by AMCTO or other relevant educational courses, conferences, seminars or symposiums; completing an academic course offered by a university or college	Commitment to continuous learning and development:  6/13/2023 - AMCTO Conference – Virtual (2 days)  10/12/2023 - Municipal Clerks Forum – Virtual (1 day)  1/23/2024 - AMCTO All About Records Management Workshop (1 day)  4/11/2024 - AMCTO Municipal Leaders Forum – Virtual (1 day)  6/11/2024 - AMCTO Conference - Blue Mountain (2 days)  9/19/2024 - AMCTO Lottery Licensing Refresh Workshop - Virtual (1 day)  AMCTO Member ID: 123456 John Smith Municipality of AMCTO 1 Amcto Street Town, Ontario A1A 2B2	14  7  5  7  14  5

**Table 3: AOMC Scoring Chart**

<b>Education</b> <i>(Minimum 30 points, maximum 60 points)</i>	<b>Point Value</b>	<b>Points Earned</b>
Post-grad degree or higher	15 points	
Master's degree or equivalent in a related field	12 points	
Master's degree or equivalent in an unrelated field	8 points	
Bachelor's degree or equivalent in a related field	10 points	
Bachelor's degree or equivalent in an unrelated field	7 points	
College diploma in a related field	6 points	
College diploma in an unrelated field	4 points	
Completion of AMCTO's Municipal Clerks Institute (MCI) Level 1	3 points	
Completion of AMCTO's Municipal Clerks Institute (MCI) Level 2	6 points	
Completion of AMCTO's Executive Diploma in Municipal Management (EDMM)	4 points	
Completion of AMCTO's Municipal Administration Program (MAP)	4 points	
Completion of AMCTO's Municipal Law Program (MLP)	4 points	
Completion of AMCTO's Parliamentary Meeting Protocol Course (PMPC)	1 point	
Completion of AMCTO's Municipal Finance & Accounting Program (MAFP)	2 points	
Relevant workshops/webinars/corporate training	1 point per 7 in-class hours of instruction	
Other (please specify):	Points vary	

*Please note that just having the minimum points per each category will not be sufficient to be granted the AOMC designation.*



**Table 3: AOMC Scoring Chart (continued)**

<b>Experience</b> <i>(Minimum 25 points, maximum 50 points)</i>	<b>Point Value</b>	<b>Points Earned</b>
Full-time employment in the role of Clerk or Deputy Clerk	5 points/year, 50 max	
Part-time employment in the role of Clerk or Deputy Clerk	2 points/year, 50 max	
Other positions in local government within the scope of the role of Clerk/Deputy Clerk prior to becoming Clerk/Deputy Clerk	2 points/year, 10 max	
Other positions in local government outside the scope of the role of Clerk/Deputy Clerk prior to becoming Clerk/Deputy Clerk	1 point/year, 5 max	
Position(s) with another public sector department or agency	1 point/year, 3 max	
Other (please specify):	Points vary	

*Please note that just having the minimum points per each category will not be sufficient to be granted the AOMC designation.*

**Table 3: AOMC Scoring Chart (continued)**

<b>Professional Contributions</b> <i>(Minimum 20 points, maximum 40 points)</i>	<b>Point Value</b>	<b>Points Earned</b>
Member of AMCTO Board of Directors	2 points/year	
Member of an AMCTO Zone Executive	2 points/year	
Member of an AMCTO Task Force or Committee	1 point/committee	
Presenter or contributor at a municipal sector-related conference	1 point/conference	
Instructor or evaluator for an AMCTO-recognized program	1 point/4 in-class hours	
Mentorship of an individual within or outside your organization	1 point/6 months of membership, 10 max	
Professional recognition and/or awards that demonstrate on-the-job performance or achievements that benefit the profession or municipality	3 points/recognition or award	
Personal accomplishment of education benefit to the profession	2 points	
Officer in a municipal sector-related professional association	1 point/year	
Written and/or research contributions to the profession	3 points/research or written document	
Other (please specify):	Points vary	

*Please note that just having the minimum points per each category will not be sufficient to be granted the AOMC designation.*



# Notes

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

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

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