

INFORMATION FOR CAPILANO UNIVERSITY STUDENTS ON THE PROVINCIAL BOARD OF EXAMINERS

This Capilano University information sheet deals with SCHOLARSHIPS and CERTIFICATION provided through the provincial Board of Examiners (BoE). The BoE is a statutory body established under the *Local Government Act*. Its main goal is to improve the professional skills of BC's local government employees. The three member board is appointed by Cabinet with a representative from the Local Government Management Association, Union of BC Municipalities and the Ministry of Community, Sport and Cultural Development.

SCHOLARSHIPS

Types of Scholarship

There are two scholarships available from BoE, the *Union of British Columbia Municipalities (UBCM) Commemorative Scholarship* and the *Jeff McKelvey Scholarship*. Both are provided to persons working in local government in the province who are taking courses leading to certification and/or wish to upgrade their professional skills through enrolment in post-secondary courses and/or attendance at other courses relating to local government administration. All Capilano University courses are eligible.

Who is Eligible?

- *UBCM Commemorative Scholarship*: Persons employed by: a municipality, regional district, improvement district, the UBCM or Municipal Finance Authority may submit an application for a Scholarship. Persons employed by a First Nation with membership in UBCM are also eligible for a Scholarship. Persons **MUST** be endorsed by their Council, Regional Board or Chief Administrative Officer. Employers may endorse up to three employees per year.
- *Jeff McKelvey Scholarship*: Persons employed by: a municipality, regional district, improvement district, the UBCM or Municipal Finance Authority may submit an application for a Scholarship. Persons employed by a First Nation with membership in UBCM are also eligible for a Scholarship. Persons **MUST** be endorsed by their Council, Regional Board or Chief Administrative Officer. Employers may endorse up to three employees per year.

How and when do I apply?

You can apply at any time as long as it is BEFORE the course starts. Fill out the application form available on the BoE website: http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm#ScholarshipPrograms

If approved, how much will I receive?

Full eligible costs may be awarded to a *maximum* of \$700.00 per individual per year, (generally PADM Certificate courses are funded at \$400 per course and MATI courses at \$700 per course if taken for credit). The BoE will also consider reimbursement for travel and related costs of courses where need is demonstrated. Subject to availability of funds, individuals may apply for further funding if required.

More Information

For other information on the BoE Scholarships or Certificates contact: Administrator, Board of Examiners; phone 250.356.0954, fax 250.387.6212, toll free through Enquiry BC or by email at Deanna.Battle@gov.bc.ca

CERTIFICATES

Types of Certificates

There are 4 levels of Certificates offered by the BoE and for each level you will need to satisfy the educational and work experience criteria in order to obtain the Certificate. Note that the Service Delivery Certificate is the entry level certificate and is intended for LG employees who are not statutory officials or department heads; other levels (2-4 below) require managerial experience.

Type of Certificate	Core courses required	Other courses required	Employment Requirements
1. Local Government Service Delivery	4 Core courses (PADM 200, 201, 202 & 203 offered by Capilano U) OR equivalent.	8 credit courses (can be in a wide range of subject areas and include all Capilano University MATI courses* and PADM 209 and PADM 305). See Regulation Policy 4 on BOE website for complete listing.	At least 36 months in a BC LG OR 24 months in a BC LG and 12 months equivalent outside BC.
2. Local Government Administration	8 Core courses (PADM 200, 201, 202, 203 & 305 offered by Capilano U) plus 3 more courses from U. Vic. (ADMN 312, 445, 452) or equivalent.	2 credit courses from U. Vic. Diploma programs in Public Sector or LG Management OR equivalent at other institutions PLUS 8 credit courses (can be in a wide range of subject areas and include all Capilano University MATI courses* and PADM 209).	At least 48 months of managerial experience (M.E.) in a BC LG OR 24 months of M.E. in a BC LG and 24 months equivalent outside BC.
3. Local Government Statutory Administration	Same as above	Same as above	At least 48 months in a BC LG as a Corporate Officer or deputy/Financial officer or deputy OR 36 months in a BC LG in ones of the same positions and 12 months equivalent outside BC.
4. Local Government Executive Management	9 Core courses (5 offered by (PADM 200, 201, 202, 203 & 305 offered by Capilano U) plus 4 more courses from U. Vic. (ADMN 312, 445, 452, 422) or equivalent.	3 credit courses from U. Vic. Diploma programs in Public Sector or LG Management or equivalent at other institutions PLUS 10 credit courses (can be in a wide range of subject areas)	At least 48 months in a BC LG and at least 24 months of that as Chief Administrative Officer or deputy AND Oral and written presentation to BoE on a topic related to LG administration.

*MATI Courses offered by Capilano University in Partnership with Local Government Management Association:

- PADM 204 - MATI Leadership - The Leadership Experience for Local Government Professionals
- PADM 205 - MATI Advanced Communications for Local Government Professionals
- PADM 207 - MATI Managing People in Local Government Organizations
- PADM 208 - MATI Community Planning for Local Government Professionals

Note that MATI 1 (Fundamentals) is not eligible as it is not a University credit course.

Who Can Apply? - In British Columbia, persons working in local government may apply for certification from the BoE. BoE certification is often used by councils or regional boards in the recruitment or advancement of their senior staff.

How and When Do I Apply? - You can apply at any time using the application forms for each Certificate level found at: http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm#ScholarshipPrograms