

Local Government Certificate Programs

AMANB/Dalhousie University Partnership

The AMANB is a proud partner of Dalhousie University's Local Government Certificate Programs. Currently, Dalhousie offers four, first level certificates and one advanced certificate, the National Advanced Certificate in Local Authority Administration (NACLAA). NACLAA sets the standard for the educational component of the Certified Municipal Manager (CMM) credential in Nova Scotia. For more information on the CMM designation go to [Certified Municipal Manager](#).

About the Certificate Programs:

These award-winning certificates are delivered entirely online. The online environment encourages debate and discussion with other students and is not bound by time and geography. It also helps to develop and foster a learning community. Gone is the expense, time commitment and inconvenience of commutes to central physical classrooms. Instructors are selected for their excellence and commitment, not by their proximity to the university. In online education, geography and jurisdiction are transformed from impediments to enhancements. Students consistently rate the online experience very highly which likely accounts for the high levels of success enjoyed by the majority of students. This program provides outstanding learning opportunities for local government officials interested in advancing their careers within the municipal civil service.

Courses are delivered three times a year – in September, January and April. The courses run from 10 to 13 weeks and require participation in online discussions, written assignments and an online final exam or assignment. Flexibility is built into the program to facilitate learning for full-time employees. Each of the first level certificates provides the prerequisites for the National Advanced Certificate in Local Authority Administration (NACLAA).

The Certificates:

The certificates are intended to accomplish three broad objectives. The first is to impart specific skill and knowledge in order to improve managerial performance and policy development in Local Government. The second is to develop an appreciation of the importance of local government as an instrument for building strong communities and for developing democratic values. The third is to create an online national learning community. The introductory certificates are:

Certificate in Local Government Administration (CLGA)

The Certificate in Local Government Administration is an introductory program intended to help students develop basic skill and knowledge competencies. The Certificate consists of six courses which are identified below.

Completion of the program will enable students to better serve the needs of their municipal council, manage service delivery more efficiently, improve their opportunities for advancement and generally conduct themselves with a high degree of professionalism.

Courses:

- Local Government
- Municipal Law I
- Local Government Finance
- Public Administration Professionalism
- Organizational Behaviour and Leadership
- Property Taxation and Assessment

Certificate in Local Government Financial Administration (CLGFA)

Municipalities are responsible for the spending and accounting of large amounts of public money. The public trusts that this money is being administered wisely on their behalf. In order to meet this standard of care, local governments need to have employees that have a good working knowledge of the basic concepts of budgeting, accounting, finance, taxation and assessment. This certificate provides much of the information contained in the Certificate in Local Government Administration but with a greater emphasis on financial administration within local government.

Courses:

- Local Government
- Municipal Law I
- Local Government Finance
- Local Government Accounting
- Financial Management
- Property Taxation and Assessment

Certificate in Local Government Human Resource Administration (CLGHRA)

Human resource administration is increasingly being recognized as an important and relevant skill set for the modern local government. The difference between one local government and another can often be attributed to the quality of its human resources. Having a highly competent and energetic staff complement is a key ingredient for success. But this does not happen by accident. Designing appropriate jobs, making good hires and developing peak performance is more likely when the municipality has someone dedicated to this effort that has the knowledge, skills and mandate to perform this function.

Courses:

- Local Government
- Municipal Law I
- Local Government Finance
- Human Resource Management
- Organizational Behaviour and Leadership
- Organizational Design and Management

Certificate in Local Government: Law and Ethics (CLGALE)

This certificate is intended for municipal employees who wish to have a specialization in law and ethics. The law concentration is intended to provide an appreciation of the legal framework within which municipal government must operate and to help students understand when there is

a need to seek the advice of a legal professional. The law concentration also includes a course on freedom of information and privacy foundations.

Increasingly municipalities are subject to requests for information from various individuals and groups. Each municipality should have one person designated who has the requisite training in order to ensure that the municipality to ensure that the municipality is accountable and transparent by providing information which can be or is required to be, disclosed or withheld under the law.

Courses:

- Local Government
- Municipal Law I
- Local Government Finance
- Public Administration Professionalism
- Freedom of Information and Privacy Foundations
- Municipal Law II

Further Academic Opportunities

Students who complete the NACLAA program with a high academic standing can apply for admission into the **Master of Public Administration (Management)** degree even if they do not possess an undergraduate degree. This graduate level master's program is intended for working managers and professionals wishing to develop the skills and knowledge to respond to public sector challenges of the future. This M.P.A.(M) is offered by Dalhousie University's School of Public Administration and is delivered over the internet with supplementary onsite intensive sessions. For more information please visit the website at www.dal.ca/mpam or contact: Deborah McColl, deborah.mccoll@dal.ca

The Local Government Programs can be used towards a **Bachelor of Professional Arts: Governance Law and Management at Athabasca University**. For more information regarding this opportunity and to discuss the various laddering options please contact Lorna Stefanick at lornas@athabascau.ca or advising@athabascau.ca. Athabasca University is Canada's open university dedicated to the removal of barriers that restrict access to and success in university level study and to increasing equality of educational opportunity for adult learners worldwide.

For more information on the Local Government Certificate Programs please visit <http://collegeofcontinuinged.dal.ca/>

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