

# PLGSA Certification for Municipal Administrators in Pennsylvania

Adopted August of 1993 (Revised July of 2002)

## I. Purpose

The purpose of the **Pennsylvania Local Governmental Secretaries Association** Certification Program is to promote the highest standards in the administration of local government now and in the future through the development of a program for the preparation, induction and continuing professional development of Municipal Secretaries.

## II. Title

This "voluntary" certification shall be known as:

### **CERTIFIED GOVERNMENTAL SECRETARY (CGS)**

Although the title "**Secretary**" is specified in the various Pennsylvania Municipal Codes, each Local Government Unit may use another working title or combination thereof, to define the position of Municipal "**Secretary**". The PLGSA Certification Program is open to all persons holding membership in PLGSA in accordance with the PLGSA Constitution, Article III, Paragraph 1, which defines membership.

## III. Administration

The certification program for Governmental Secretaries shall be administered by the appropriate committee within PLGSA; said committee appointed by the PLGSA Board of Directors, shall be known as the "**Certification Board**".

The "**Certification Board**" shall present a policy direction to the PLGSA Board of Directors for development of required procedures, processes, and standards for the operation of the certification program.

The "**Certification Board**" shall consist of four (4) individuals: three (3) members duly appointed by the PLGSA Board of Directors; said three appointments shall be from the PLGSA membership (as defined in Article III, Paragraphs 1 and 2, of the PLGSA Constitution) in three (3) year staggered terms. One member shall be the Executive Director of PLGSA.

The Board has authorized the Executive Director to certify those applicants who have passed the exam for the "CGS" designation according to the standards of the Certification Board.

## IV. Enrollment in Certification Program

Members of PLGSA, as defined in Article III, Paragraph 1, of the PLGSA Constitution, upon payment of annual PLGSA membership dues, shall automatically be enrolled in the PLGSA Certification Program and remain so enrolled with payment of annual PLGSA membership dues as invoiced.

## V. Records Management & Transcripts

The PLGSA member shall maintain all certification records.

## VI. Four Components of Certification

The PLGSA Certification Program shall be composed of four components:

1. Applicants for certification must be a member of PLGSA, in good standing, for a minimum of three years. Prior membership will be honored.
2. Attendance at three PLGSA Annual Conferences, commencing with the August, 1993 Conference (may include the Conference at which the CGS exam is taken).
3. Academic Achievement - Complete 100 hours of course study as designed by PLGSA in concert with the PSAB Education & Development Department.
4. Pass with a 70% or better, a competency based test administered by PLGSA's "**Certification Board**".

### Component (3) - Academic Achievement

The following curriculum is designed to provide the participant with overall knowledge of Pennsylvania local government administration, flexibility in topic selection to meet varying job responsibilities and to enhance personnel development.

The Academic Achievement component will have three sections of curriculum:

## A. Core Subjects - 40 Hours Required

TOPIC	HOURS
Structure and Function of PA Local Government	6
Municipal Administration\Personnel Management	6
Basic Budgeting	6
Accounting and Financial Control	6
Community Development/Municipal Services	6
Meeting Management	4
Bidding and Contracting	3
Records Management	3

A copy of the original certificate, as issued by the training provider, must be provided to PLGSA as proof of course completion.

## B. Professional Achievement Subjects - 40 Hours Required

TOPIC	Approximate Hours
Management Theory and Practice	6
Intergovernmental Cooperation	3.5
Environmental Protection	6
Community Planning	6
Code Enforcement	3.5
Municipal Financial Analysis	6
Preparing for An Audit	3.5
Municipal Insurance	3.5
Risk Management	3.5
Stress Management	3.5
Time Management	3.5
Conflict Management	3.5
Public Relations (General)	3.5
Public Relations (Media)	3.5
Economic Development	6
Police Administration	3.5
Working with Emergency Organizations	3.5
Working with Appointed Boards & Commissions	3.5
Emergency Response Planning	3.5
Infrastructure Management	6

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## C. Contemporary Issues - 20 Hours Required

Credit hours for contemporary issues will be offered at each PLGSA Annual Conference. A minimum of 8 credit hours will be offered per annual conference. The conference committee will, in concert with the "Certification Board", establish an annual agenda of contemporary issue curriculum to be presented during regular conference hours.

## VII. Application

The CGS Exam is offered once a year on the first day (Wednesday) of the Annual Conference which is held in August. A form to request applications is mailed with the Annual Conference information.

## VIII. Continuing Education Requirement

Once awarded, the PLGSA Designated Certification, to maintain the certification, a PLGSA member shall complete on an annual basis, 8 hours of course study in the "Contemporary Issues" section of the curriculum. These Continuing Education Hours (CEH) will be offered at the Annual PLGSA Conference and in conjunction with other training providers.

## IX. Legislative Initiative

It shall be the long range goal of PLGSA to promote this Certification Program as the prescribed, legislatively mandated professional training requirement for all appointed municipal secretaries.

## Grandfathering Provisions

### Grandfathering of Conferences

Credit will be given for attendance at two previous PLGSA Conferences, provided however, that said previous attendance occurred since 1988.

### Grandfathering of CMC and/or AAE

The International Institute of Municipal Clerks (IIMC) sponsors and endorses two certification programs. The first one is the "Certified Municipal Clerk" (CMC) designation. The second one, a continuing education program, awards the successful candidate the Advanced Academy for Education (AAE) designation (former) and the MMC designation (current). PLGSA's Certification Program recognizes the past and future participation of PLGSA members in these IIMC Certification Programs by grandfathering the following credit hours:

- A. PLGSA members holding the "CMC" designation are awarded:
  1. 40 credit hours of Core Subjects
  2. 20 credit hours of Professional Achievement Subjects
- B. PLGSA members holding the "AAE" or "MMC" designation are awarded:
  1. 20 credit hours of Professional Achievement Subjects

### Grandfathering of Other Education

- A. University/College Graduates  
A municipal secretary currently holding a BS in Public Administration or a BA in Political Science will receive the same credit hours as those set forth in the grandfathering provisions provided for CMCs.
- B. IIMC Certification Programs (not currently holding the CMC, AAE and/or MMC designations). PLGSA member may submit a transcript of completed IIMC Institute courses to the PLGSA Executive Director. Credit hours will be awarded on an hour for an hour basis. Total hours can't exceed those set forth in the provisions that grandfather CMC, AAE and/or MMC designations.