



ASSOCIATION OF MUNICIPAL TAX COLLECTORS OF ONTARIO GUIDELINES FOR ACCREDITATION

INTRODUCTION:

Pursuant to Private Members Bill PR 25 (1989), an *Act Respecting the Association of Municipal Tax Collectors of Ontario* and the approval of related by-laws, the Association of Municipal Tax Collectors of Ontario may recognize achievement in the field of property taxation with a professional designation. The designation is identified as a Certified Municipal Taxation Professional C.M.T.P. As an intermediate step, the designation of Associate Certified Municipal Taxation Professional, C.M.T.P. (A.) may be granted.

The requirements as outlined in this guide will enable the applicant to evaluate the point system as assigned to the three recognized categories. Any inquiries on the evaluation process can be directed to the Accreditation Committee, consisting of the Past President (Chair), the President and the Vice President of the Association.

When completed, mail the application, with all supporting documentation and payment of \$75.00 (cheque payable to AMTCO) for evaluation and processing to:

<p>Chairperson of the Accreditation Committee Association of Municipal Tax Collectors of Ontario 14845-6 Yonge Street, Suite #119 Aurora, ON L4G 6H8</p>
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DESIGNATION REQUIREMENTS:

Every applicant must acquire the two (2) following prerequisite (mandatory) requirements to apply for designation:

- Successful completion of the Municipal Tax Administration Program (MTAP)
- Member, in good standing of the AMTCO for a minimum of three (3) years immediately preceding application

In addition to the prerequisite requirements, the point structure for the Association's Accreditation Program consists of recognition for achievement in three (3) categories:

- 1) EDUCATION – Post secondary education of a general nature and/or specialized education relating specifically to property taxation and/or assessment, or a related field (MTAP is a prerequisite to designation application and does not contribute to the point structure of this category)
- 2) RESPONSIBILITY AND EXPERIENCE – current and past employment experience in property taxation and/or assessment, or a related field

- 3) PARTICIPATION – recognition of involvement in the AMTCO and other specified related professional organizations, as well as community involvement.

DESIGNATIONS:

C.M.T.P. – CERTIFIED MUNICIPAL TAX PROFESSIONAL

C.M.T.P. (A.) – CERTIFIED MUNICIPAL TAX PROFESSIONAL (ASSOCIATE)

The point requirements for each of the two possible designations are:

Category	Element	Point Requirement	
		C.M.T.P. (A.)	C.M.T.P.
1	Education	75	100
2	Responsibility and Experience	65	90
3	Participation	30	40
TOTAL POINT REQUIREMENT		170	230

Accreditation points are applied to each category as indicated. Be sure to list all accomplishments as this information will assist the committee in reviewing the application.

DOCUMENTATION:

In order to ensure accurate evaluation by the committee, submit legible relevant documentation for each entry provided with the application. Documentation cannot be returned, please do not send original diplomas, etc. A copy of a degree, diploma, certificate and/or transcript of marks must be submitted. If required, course outlines may be requested for proper assessment. In-house training courses require confirmation from the Human Resources Department, course leader or department head.

The list of course credit values identified are a sampling of various courses that are considered in the accreditation process. If the applicant has successfully completed a course of study relevant to the functions of municipal taxation, assessment, or related field that is not listed, a brief course outline must be included along with a copy of the appropriate diploma or transcript.

Where substantiation is requested, a letter from your immediate supervisor or official municipal documents will suffice.

CATEGORY 1 – EDUCATION

C.M.T.P.(A) 75 Points

C.M.T.P. 100 Points

This section applies to education other than successful completion of the Municipal Tax Administration Program (MTAP), which is a prerequisite. This section will include education provided by various educational institutions, professional associations, related in-house training courses and other applicable education experiences.

The following is a general overview of the points awarded by the Accreditation Committee for various academic accomplishments. A copy of the degree/diploma/certificate and/or a transcript of marks are to be submitted. A course outline may be requested be submitted for proper assessment. In-house training courses require confirmation from the Human Resources Department, course leader or department head.

The evaluation process does not assign duplicate points for a subject taken separately that is already part of a diploma or degree.

Academic Achievement	Points
College Diploma (Business Related – 1 Year)	20 pts.
College Diploma (Business Related – 2 Year)	40 pts.
College Diploma (Business Related – 3 Year)	60 pts.
University Degree (Business related – 3 Year)	60 pts.
University Honours (Business Related – 4 Year)	75 pts.
University Post Graduate Degree (Business Related)	90 pts.
CA, C.G.A., C.M.A. (Undergraduate Degree excluded)	90 pts.
Municipal Managers, Clerks & Treasurers 4 Unit MAP	25 pts.
Other Courses, Workshops and Seminars considered relevant by the Accreditation Committee. For example: Courses sponsored by OMMI, MFOA, IMA, AMCTO, Province of Ontario, a Provincial Community College, or other recognized professional organizations or in-house training.	1 pt. – 1 day 2 pts. – 2 days 4 pts. – 3 –5 days 10 pts. – 1 semester (4-6 months)
Institute of Municipal Assessors 2 Year UBC Course	40 pts.

CATEGORY 2 –EXPERIENCE AND RESPONSIBILITY

C.M.T.P.(A.) 65 Points

C.M.T.P. 90 Points

Accreditation points are awarded for present and past experience relative to property taxation and/or assessment, or a related field in the following three (3) areas:

- Duration of Employment
- Level of Responsibility
- Duties and Authority of Current Position

Section 1: Duration of Employment

C.M.T.P.(A.) 15 Points

C.M.T.P. 20 Points

Duration of Employment	Current Employment	Previous Employment
Municipal Government ▪ property tax and/or assessment or related field	5 pts. per year	5 pts. per year
Related Non-Municipal	3 pts. per year	3 pts. per year

Note: Job description and anniversary dates required for each position.

Section 2: Level of Responsibility

C.M.T.P.(A.) 50 Points

C.M.T.P. 70 Points

Position (Minimum 10 points - Maximum 15 points)	Points
Treasurer/Director (or Higher)	5 pts. per year
Manager (Taxation or Assessment)/Deputy	4 pts. per year
Senior Level (Specialist/Technician/Supervisor in property tax and/or assessment or related field)	3 pts. per year
Clerical (in property tax and/or assessment or related field)	2 pts. per year

Staff Reporting to Applicant (Maximum 20 points)	Points
1 – 5 staff	2 pts. per year
6 – 12 staff	4 pts. per year
13 staff and Over	6 pts. per year

Reporting Relationships (Maximum 15 points)	Points
To CAO/Council/CEO or similar	5 pts. per year
To Department Head/Director/Commissioner or similar	4 pts. per year
To Manager or similar	3 pts. per year
To Supervisor or similar	2 pts. per year

Note: Titled Organization Chart required.

Section 3: Duties and Authority of Current Position

Duties And Authority Of Current Position (Maximum 25 points)
In order to evaluate the complexity of the applicant's current position, there are a number of questions on the application that must be answered (2.5 points for each yes).

CATEGORY 3 – PARTICIPATION

C.M.T.P.(A) 30 Points

C.M.T.P. 40 Points

Attendance and participation at seminars, conferences and other contributions earn accreditation points in this category.

Please see page 6 for description of various participation points

Description	Points
Attendance at A.M.T.C.O. Functions: <ul style="list-style-type: none"> ▪ Annual Conference ▪ Spring Seminar ▪ One (1) Day Workshop 	(max. 25 points) 5 points 3 points 1 point
Author of an Article featured in the Tax Collector's Journal or reporting on an AMTCO events for the purpose of publication; contributing content and updates to the Association's website	Up to 5 points per published article (max. 20 points)
Marker with the Municipal Tax Administration Program	5 points per unit marked (max. 20 points)
Conference/Seminar Presenter on a property tax/assessment or related subject matter at a Non AMTCO Function	3 points per event (max. 9 points)
Chairman or Panellist at a Session of a Conference or Seminar held by or on behalf of the A.M.T.C.O.	5 points each (max. 20 points)
Officer or Member of the Board of Directors of A.M.T.C.O. Please indicate the exact position/title and the appropriate dates	5 points per year (max. 20 points) NOTE: 10 points awarded for President
Board Appointed Committee for Special Studies	5 points per year (max. 20 points)
Other contributions considered pertinent by the Accreditation Committee (e.g. assisting the Association at its various functions such as with registration for events, participation in a focus group, provincial committee, advisory board, etc. relating to property tax, assessment or a related field)	1-5 points as determined (max. 20 points)

Community Involvement/Corporate Citizenship (Maximum 10 points)	Points
Participation in Community Organizations as a Volunteer	3 pts per year
Participation in Charitable/Social Workplace Activities	2 pts per year

SUMMARY

The accreditation program is designed on the principle of developing Property Tax Professionals as well-rounded individuals. This includes skills not only in the specialty area of the Municipal Tax Administration Program (MTAP), but also skills associated with the responsibility, experience, other education and participation in A.M.T.C.O. and other related professional associations, institutes and activities.

Important

Maintaining membership in good standing is a requirement for the use of the C.M.T.P (A) or C.M.T.P. designation. If continual membership is not maintained, resubmission of an updated application is required for re-designation.

Currently, the concept is that designations are granted for a period of five (5) years after which, the accredited member may be required to demonstrate continued involvement, education and knowledge in the area of taxation, assessment or a related field in order to maintain the use of the designation.

To date, the criteria for re-designation has not been determined as this matter has not yet been approved or ratified by the membership