



Become a Certified
Leader in Special Districts

SPECIAL DISTRICT ADMINISTRATOR CERTIFICATION

A Program for General Managers & Top Management.



Dedicated to Excellence in Local Government

Special District Leadership Foundation (SDLF)

In recent years the task of governing public agencies has grown more complex, more regulated and more costly. New, more demanding benchmarks for effective government are required. In response, representatives of eight special district associations combined their resources and formed **SDLF** to provide high-quality, cost-effective professional development opportunities for special district public officials and administrative personnel.

SDLF is a 501(c)(3) nonprofit organization founded in 1999 as a collaborative effort of the special district community. Today it is supported by eight special district associations:

Association of California Water Agencies
California Association of Public Cemeteries
California Association of Recreation & Park Districts
California Association of Sanitation Agencies
California Rural Water Association
California Special Districts Association
Fire Districts Association of California
Mosquito & Vector Control Association of California

*The **SDLF** Board of Directors includes a representative from each of these entities, as well as public members with expertise in local government.*



Special District Administrator Certification

The task of governing public agencies continues to grow more complex, more regulated and more costly. New, more rigorous benchmarks for effective government are demanded. In response, a number of special district associations in California are offering a statewide, broadly supported certification program. Through this program the capabilities of management personnel from special districts will not only be recognized, but will increase through continuing education, professional experience and community service.

Qualifying

In order to earn the Special District Administrator (SDA) Certification, an individual must have worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification Advisory Committee (CAC). A current resume is required with your application.

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience; related continuing education; community

service and higher education background. All continuing education submitted for review must be from within the last five years.

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. The points listed to the right of each section indicate the minimum/maximum points a candidate must have in each area. You can submit excess points to review but must have 400 qualified points to move forward.

For participating management, a range of points is awarded for accomplishments within each category. When sufficient points are accumulated and eligibility is determined, an examination will be scheduled.

Accepted Courses

All courses offered by current sponsors of this program are valid for the certification program. Applicants submitting course credits from other organizations, academic institutions or private firms, must include the general course description for consideration by the CAC. A written notification will be received from the CAC if course work is not accepted. The applicant then has an opportunity to appeal.

Participating Sponsors

Seminars/workshops offered by participating Foundation members will have their seminars/workshops automatically qualify for points.

Sponsors include:

- Association of California Water Agencies
- California Association of Public Cemeteries
- California Association of Recreation & Park Districts
- California Association of Sanitation Agencies
- California Rural Water Association
- California Special Districts Association
- Fire Districts Association of California
- Mosquito & Vector Control Association of California

Examination

Upon determination of eligibility, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 60 days of taking the exam.

Fees

There is a one-time \$300 application fee for the Certification in Special District Administration Program. This fee includes the SDA study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee remains valid for three years to allow ample time for accumulation of points. There is no charge to appeal a decision to the CAC. The fee for the certification examination is \$150. All fees are non-refundable.

Maintaining Certification

The certificate of achievement is valid for four years. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.



**Become a Certified
Leader in Special Districts**

Special District Administrator Certification

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
 1112 I Street, Suite 200, Sacramento, CA 95814
 t: 916.231.2939 f: 916.442.7889 www.sdlf.org

Professional Special District & Related Experience					(120 - 200 Points)
1. District/General Manager Experience					
From:	To:	Years in position:	(x) 30 =		
2. Assistant General Manager/Sr. Management Experience					
From:	To:	Years in position:	(x) 20 =		
3. Other Related Management Experience					
From:	To:	Years in position:	(x) 10 =	Position:	

Community Service (Five points per activity per year)	(25 - 75 Points)
Service to the community in the spirit of volunteerism (i.e., religious, civil, fraternal or charitable organizations). This section was designed to reach outside the scope of your district and relate specifically to your community. For this reason, activities such as volunteering for the Boy Scouts of America will be accepted, but sitting on the ACWA Board of Directors, for instance, will not.	
1.	
2.	
3.	

Higher Education Background (only highest degree earned may be used toward your total score)				(0 - 100 Points)
Degree	Institution	Location	Date	
Associate (25 points)				
Bachelor (50 points)				
Master (75 points)				
Doctorate (100 points)				

Related Continuing Education (8 points - full day, 4 points - half day, 1 point - per hour)				(160 - 240 Points)
All courses offered by current sponsors of this program are valid for the certification program (see list of sponsors on inside flap). (Example: Attendance at CSDA's Annual Conference would be worth 16 hours.) If you are submitting points outside of these organizations, please provide an extensive overview of the program as well as the program's sponsor and title. Each program will be evaluated by the Certification Advisory Committee. SDLF requests that at least half (50 percent) of continuing education points are in trainings specifically targeted for performance in special district governance.				
Sponsor	Title of Program	Date(s)	No. of Hours	
1.				
2.				
3.				
4.				
5.				

Total	
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In making this application, I fully understand that it is an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as determined by the Certification Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application.

Name:		
District:		
Mailing address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Applicant's signature:		Date: