

**Assessment Complaints Training Program****Application Form for Advanced Clerk Refresher Course****Overview**

ARB Clerks who are due to refresh in the 2018 certification year may have the option of Advanced Clerk standing, which involves: receiving training manuals via mail, self-study of online modules, and completion of the required exam online. As an Advanced Clerk, there would be no additional requirement to attend an in-person session.

Teleconference/web conference Q+A seminars for Advanced Clerks are scheduled for:

- Friday February 9<sup>th</sup>, 9am-10am
- Friday March 2<sup>nd</sup>, 9am-10am

\* Your participation in one of the seminars is optional. Additional details for the seminar will be distributed to Advanced Clerks prior to each seminar.

**Criteria**

You may be eligible for the Advanced Clerk Refresher course if:

- i. You have been involved in 10 or more Assessment Complaints per year for the last 3 years;
- ii. Your CAO/Director/Manager signs off on this application.

**Applicant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Primary Ph #: \_\_\_\_\_

1. How many hearings have you sat on in the last year?

LARB: \_\_\_\_\_

CARB : \_\_\_\_\_

2. Which municipality do you work for/are you appointed to?
3. If you do not meet the specified criteria and would like to be considered for the Advanced Clerk Refresher, please state your reasons as to why you should be considered:

**Signature of Applicant**

I, \_\_\_\_\_, of \_\_\_\_\_, Alberta certify that the information given in this document is truthful.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Signature of CAO/Director/Manager**

I, \_\_\_\_\_, of \_\_\_\_\_, Alberta support this application for \_\_\_\_\_ to be placed in the Advanced Clerk Refresher course.

\_\_\_\_\_  
Signature of CAO/Director/Manager

\_\_\_\_\_  
Date

Please submit this completed application via email to: [ma.arbadmin@gov.ab.ca](mailto:ma.arbadmin@gov.ab.ca)  
Applications are due by January 31<sup>st</sup>, 2018.

You will be contacted by the Municipal Government Board of the decision.

If your application is not approved, you will need to register for a refresher course. Please visit <http://www.municipalaffairs.gov.ab.ca/assessment-review-board-member-and-clerk-training> for course dates/locations and registration information.