



N M L Z O



NEW MEXICO LEAGUE OF ZONING OFFICIALS

A Subsection of the New Mexico Municipal League

TO: **MEMBERSHIP OF THE NEW MEXICO LEAGUE OF ZONING OFFICIALS (NMLZO)**
FROM: Linda Alire-Naranjo, Program Development & Training Director
New Mexico Municipal League
SUBJECT: **BASIC CERTIFICATION (CZO) APPLICATION PROCESS**
DATE: February 7, 2017

We are pleased to provide you with the NMLZO Application for Basic Certification. **To obtain the Application and Criteria** as well as the NMLZO Board of Directors List, and the FY 2016-2017 Membership List & Application form, visit the New Mexico Municipal League Website at www.nmml.org and click on Subsections then Zoning Officials.

If you feel that you are at a point where you fulfill all of the requirements to acquire your Basic Certification, complete the application and mail it back with the requested documentation and the \$65.00 application fee. Send your application packet to me, Linda Alire-Naranjo, at the New Mexico Municipal League, P.O. Box 846, Santa Fe, NM 87504-0846. **REMINDER: YOU MUST BE A CURRENT MEMBER OF NMLZO IN ORDER TO BE ELIGIBLE TO APPLY FOR BASIC CERTIFICATION.**

IF YOU WOULD LIKE TO BECOME CERTIFIED DURING THE UPCOMING MAY 3 - 5 NMLZO SEMI-ANNUAL MEETING, PLEASE SUBMIT YOUR APPLICATION BEFORE OR BY FRIDAY, APRIL 14TH.

NOTE: Don't forget to include all of the required documentation with your application. If you do not submit all of the required back-up documents by the deadline, this may delay your certification.

You can also apply at any point in time after the May Semi-Annual Meeting to become certified. However, you will not be recognized in front of your peers until the next NMLZO Annual Meeting/Workshop in September (upon fulfillment of requirements prior to that workshop).

SPECIAL NOTE: If your attendance at the upcoming NMLZO Semi-Annual Meeting on May 3-5 will be considered your fourth NMLZO Workshop and you meet all of the other criteria in order to be eligible to receive your Certification then ***NOW IS THE TIME TO FILL OUT THE ATTACHED CERTIFICATION APPLICATION.*** Carefully review the application and if you determine that you meet all of the criteria except for attendance at this May Workshop, fill out the application and make note that you will be completing your fourth workshop by attending the upcoming May meeting/workshop.

As a reminder, certification eligibility is based on a 100 point system of which 30 points are for attendance at four NMLZO Workshops. Upon submittal of your application *by April 14th*, and after review and approval, you may be able to receive your prestigious Certified Zoning Official (CZO) designation at the Thursday, May 4th Luncheon during the NMLZO Semi-Annual Meeting. **IMPORTANT NOTE: Do not begin the application process until you have completed at least 3 of the 4 required NMLZO Workshops. However, we encourage you to estimate your points at this time by referring to the application form to determine how many you're lacking.**

We look forward to receiving many applications. Should you have any questions, feel free to contact me at 1-800-432-2036, Ext. 513 or at lalire@nmml.org or any of your Board Members.

We hope you make plans to attend your upcoming NMLZO Semi-Annual Meeting/Workshop on May 3-5 at the Albuquerque Marriott Uptown. Conference information will be posted mid-March to the above website.