

# Application for Continuing Certification Program

**BY THE BOARD OF THE  
NEW MEXICO LEAGUE OF ZONING OFFICIALS**  
(A Subsection of the New Mexico Municipal League)



**PREPARED TO HELP  
WITH THE GROWING NEEDS  
OF NEW MEXICO**

**THIS APPLICATION HAS THREE PARTS:**

**•BASIC REQUIREMENTS**

All of these must be met before the application can be processed (page 3)

**•NMLZO PARTICIPATION, CONTINUING EDUCATION, PROFESSIONAL CONTRIBUTIONS**

Attach copies of certificates, and supporting documents (pages 4 through 7)

**•VERIFICATION OF EMPLOYMENT EXPERIENCE**

Attach job description(s). (page 8)

**FOR OFFICIAL NMLZO USE: APPROVED \_\_\_\_\_ 50 TOTAL POINTS FULFILLED \_\_\_\_\_ DATE \_\_\_\_\_**

NEW MEXICO LEAGUE OF ZONING OFFICIALS  
P.O. Box 846 • SANTA FE, NEW MEXICO 87504

# **New Mexico League of Zoning Officials**

## **Purpose**

The purpose of the New Mexico League of Zoning Officials (NMLZO) is to identify, foster and promote academic and technical educational programs for zoning officials; to provide better governmental response to the needs of all citizens; and to establish and maintain a line of communication and open dialogue among participants at all levels of the planning and zoning process.

## **Code of Ethics**

While in the context of our professional capacity, we will:

- \* Place the interest of the community before any personal interest.
- \* Conduct business in a manner that will provide the maximum benefit to the community.
- \* Promote the professional image of Zoning Officials.
- \* Ensure that the welfare of the membership of the NMLZO is protected.

# PERSONAL DATA (Please Print or Type.)

Name \_\_\_\_\_  
Last First Middle

Title \_\_\_\_\_

Employed by \_\_\_\_\_  
Municipality or County

Mailing Address \_\_\_\_\_  
Street Address

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## BASIC REQUIREMENTS

- I am employed as a Zoning/Planning/Code Enforcement Official. \_\_\_\_\_  
Title
- I successfully completed CZO Certification on \_\_\_\_\_ (Copy of certificate or letter attached).  
Date/Year
- I am an active member of the New Mexico League of Zoning Officials.
- I have successfully achieved the required points for continuing certification as demonstrated in this application.
- I have fulfilled the 4 year requirement between each certification application process.
- I have reaffirmed my belief in and practice of the NMLZO Purpose and Code of Ethics.
- I have enclosed the \$85.00 application fee and understand that it is not refundable. (Payable to New Mexico League of Zoning Officials)

Verified by NMLZO:  All Basic Requirements Met.

# NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS

CATEGORY	POINTS	PROGRAM STANDARD
1. Conference Attendance	15	Per Conference
2. NMLZO Service President	8	Per Year
3. Elected Board Member	6	Per Year
4. Committee Chair	5	Per Year
5. Committee Member	2	Per Year
6. DRC Alternate	1	Per Year
7. Newsletter Editor	4	Per Year
8. Past NMLZO Service (Prior to 01/03 for above positions)	Same points as above	For Initial Application Only
9. NMLZO Annual Membership	1	For Initial Application Only Per Year of Membership
10. Conference Speaker	1	Per Presentation
11. Associate Speaker/Panelist	1	Per Presentation
12. Related Certifications	1	Per Year of Certification
13. Conference Program Development	1	Per Workshop
14. Group Recruitment	1	Per Group
15. Membership Recruitment	1	Per Member
16. Exhibitor Recruitment	1	Per Exhibitor
17. Newsletter Articles	1	Per Edition
18. Community/Public Relations	1	Per Year
19. Sponsor Attainment	2	Per \$250.00
20. Fund Raising	1	Per \$50.00

## PROGRAM EVALUATION OF NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS

**The Categories listed above correspond with the boxes listed below. Please be thorough when providing the following information. IMPORTANT NOTE: Supporting documentation is required to satisfy each category.**

**POINTS  
EARNED**

1. Conference Attendance (15 Points per Conference): Conference Date: _____ Location _____ Conference Date: _____ Location _____ Conference Date: _____ Location _____	
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**PROGRAM EVALUATION- *continued***  
**OF NMLZO PARTICIPATION, CONTINUING**  
**EDUCATION & PROFESSIONAL CONTRIBUTIONS**

POINTS  
EARNED

18. Community/Public Relations to promote or raise awareness of NMLZO (1 Point per Year) Meeting Date: _____ Location: _____ Municipality/County Name: _____	
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19. Sponsor Attainment (2 Points per \$250.00) Company Name: _____ Rep Name: _____ Course Topic (If Speaking) _____ Conference Date: _____ Location: _____	
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20. Fund Raising -- \$50 Minimum Value per Item below (1 Point per \$50) Item Sold: _____ Event Date: _____ Item Purchased: _____ Event Date: _____ Item Donated: _____ Event Date: _____ Item Solicited: _____ Event Date: _____	
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**EVALUATION SUMMARY**

**NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS**

Total Points Achieved (50 Points Required): \_\_\_\_\_

**I hereby certify that the information and supporting documentation submitted is true and accurate to the best of my knowledge.**

Member Signature: \_\_\_\_\_ Date \_\_\_\_\_



# VERIFICATION OF EMPLOYMENT EXPERIENCE

## ADMINISTRATIVE EXPERIENCE

- A. Full-time experience in administrative, or enforcement capacity in Zoning, Code Enforcement and/or Planning in Local Government *within the last 5 years*.
- B. Part-time experience or non-administrative position in Zoning Code Enforcement *within the last 5 years*.
- C. Other full-time administrative position in Federal, State and Local Government in New Mexico prior to Zoning/Code Enforcement experience *within the last 5 years*.

PRESENT POSITION	DATES
1. Position _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	from _____ to _____
2. Position _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	from _____ to _____

**NOTE:** For verification purposes, please submit Job Descriptions for all positions listed.



# COMPLETION OF APPLICATION

Upon completion of application, please mail the following:

- this application
- non-refundable application fee -- \$85.00 (Payable to NM League of Zoning Officials)
- certificates & supporting documents

Visa       MasterCard

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Applicant Name*

Statement Address: \_\_\_\_\_ Zip Code#: \_\_\_\_\_  
*Address where Billing Statement is mailed*

TO: NMLZO BOARD OF DIRECTORS  
C/o Brennon Williams, CZO, NMLZO Immediate Past President  
Zoning Administrator - Bernalillo County  
111 Union Square, SE – Suite 100  
Albuquerque, NM 87102  
(505-314-0352; bwilliams@mercury.bernco.gov)

**Deadline:** Within 60 days after a Semi-Annual Meeting or an Annual Meeting.

All decisions regarding Continuing Certification shall be final as determined by the NMLZO Board/Certification Committee. If you have any questions, please feel free to call any NMLZO Board Member.

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## CERTIFICATION EVALUATION (FOR OFFICIAL USE ONLY)

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-All Basic Requirements Met:

-Fulfilled Four Year Requirement between each Certification Process:

-CZO Certification achieved on: \_\_\_\_\_

- NMLZO Participation, Continuing Education & Professional Contributions points earned:

Total of 50 points attained:

**MEETS ALL CONTINUING CERTIFICATION REQUIREMENTS:**

Approved by the NMLZO Board on: \_\_\_\_\_  
*Date*