

New Mexico League of Zoning Officials

NMLZO

New Mexico League of Zoning Officials
A subsection
of the New Mexico Municipal League

PO Box 846
Santa Fe, NM 87054-0846
Phone: 505-982-5573
Fax: 505-984-1392

Purpose

The purpose of the NMLZO is to:

- identify, foster and promote academic and technical educational programs for zoning officials;
- provide better governmental response to the needs of all citizens; and
- 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.

08/04

Continuing Certification Program

for Certified Zoning Officials of the NMLZO

The purpose of this document is to briefly explain the processes involved for successful completion and certification in the Continuing Certification Program, as developed and implemented by the New Mexico League of Zoning Officials.

Objective of the CCP

The objective of the Continuing Certification Program is to provide continued educational opportunities and current information on zoning-related issues to members of the league recognized as a Certified Zoning Official (CZO), while encouraging each member to remain active in the organization.

Program Description

The CCP is a component of a two-part certification program. League members are awarded Basic Certification and recognized as CZO's by the New Mexico Municipal League after successful completion of established requirements. This credential remains in effect for four (4) years, ending in December, from the date of certification.

During the four-year period of Basic Certification, the CZO is eligible to attain Continuing Certification status. CZO's are asked to accumulate a minimum of 50 Continuing Credits (CC's) related to their professional field, subject to NMLZO approval. Members are asked to attend at least three (3) NMLZO workshops. Attendance at each workshop is worth fifteen (15) CC's.

Upon obtaining 50 CC's within the given period, members may apply for Continuing Certification. Applications must be complete, including proper documentation of all necessary information. Members failing to accumulate the minimum number of CC's by the end of the fourth year will lose their status of certification, and will be eligible for Basic Certification again.

Obtaining Continuing Credits

A variety of CC's can be obtained by CZO's working toward Continuing Certification during the four-year period. NMLZO conferences, formal courses, university short courses, and related certification programs may be attended; league service in an elected or appointed position is available; professional contributions are possible. The objective of the Continuing Certification Program is to encourage active participation in the organization. Submitted documentation for CC's will be reviewed for approval by the NMLZO to determine the quality of the training, as well as its relevance to the CZO program. For additional information, please refer to the chart on the back page.

Program Certification

At least 180 days before the expiration of their certification, CZO's are asked to submit all pertinent information relating to their Continuing Certification application to the NMLZO. Submission of the provided information will allow the NMLZO to verify the standing of the league member, as well as review the provided documentation.

Successful applicants will be notified in writing of their Continuing Certification status, and will be recognized accordingly at the following NMLZO Annual or Semi-Annual Conference. Members not meeting the minimum standard of credits will lose their status as CZO, but will automatically become eligible for Basic Certification again.

Continuing Certification Program Credits

Category	Points	Program Standard
Conference Attendance	15	Per Conference
NMLZO Service		
President	8	Per Year
Elected Board Member	6	Per Year
Committee Chair	5	Per Year
Committee Member	2	Per Year
DRC Alternate	1	Per Year
Newsletter Editor	4	Per Year
Past NMLZO Service (Prior to 01/03 for above positions)	Same points as above	For Initial Application Only
NMLZO Annual Membership	1	For Initial Application Only Per Year of Membership
Conference Speaker	1	Per Presentation
Associate Speaker/Panelist	1	Per Presentation
Related Certifications	1	Per Year of Certification
Conference Program Development	1	Per Workshop
Group Recruitment	1	Per Group
Membership Recruitment	1	Per Member
Exhibitor Recruitment	1	Per Exhibitor
Newsletter Articles	1	Per Edition
Community/Public Relations	1	Per Year
Sponsor Attainment	2	Per \$250.00
Fund Raising	1	Per \$50.00

Questions & Answers

Q: I obtained my Basic Certification and became a CZO in September of 2000. How long will my Basic Certification be valid?

A: Because you received your Basic Certification prior to the implementation of the Continuing Certification Program (January 1, 2003), you will retain your certification for four (4) years. You will need to obtain Continuing Certification before January 1, 2007.

Q: What information do I need to submit when I am ready to apply for Continuing Certification?

A: You will need to provide a completed renewal application, the renewal fee, and documentation of your 50 Continuing Credits.

Q: Where can I get copies of my attendance certificates, newsletter articles, or recruitment information when I am ready to apply?

A: You are responsible for keeping copies and records of all information relating to your application. The NMLZO will assist you as much as possible, but the League does not keep copies on-file for you.

Q: What if I don't attain 50 Continuing Credits before my certification expires?

A: The NMLZO recommends that all CZO's stay informed of their Continuing Certification status. If you find that you will not be able to fulfill the 50 Continuing Credit minimum, you have two options:

- a. You will become eligible to

again begin work toward your Basic Certification. Although you will lose your CZO status, you will continue to remain a member of the NMLZO.

- b. Make written application to the NMLZO explaining your extenuating circumstances preventing you from meeting the requirement. The Board of Directors will review your information and may grant additional time for you to complete your pursuit.

The intent of the CCP is not to restrict or reduce the number of members in the organization; rather, the purpose of the program is to ensure the growth of the League through the continued involvement of its members.

If you have any questions regarding this material, do not hesitate to contact your DRC representative or any member of the Board of Directors.