

NAME _____
TITLE _____
EMPLOYER _____ STATE _____

Municipality or County

Application for



Continuing Certification Program

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

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 7)

FOR OFFICIAL NMLZO USE: APPROVED _____ 50 TOTAL POINTS FULFILLED _____ DATE _____

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

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 \$100.00 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. Conference Volunteer	1	Per Conference
5. Newsletter Editor	4	Per Year
7. Past NMLZO Service (Prior to 01/03 for above positions)	Same points as above	For Initial Application Only
8. NMLZO Annual Membership	1	For Initial Application Only Per Year of Membership
9. Conference Speaker	2	Per Presentation
10. Associate Speaker/Panelist	1	Per Presentation
11. Related Certifications	1	Per Year of Certification
12. Conference Program Development	1	Per Workshop
13. Group Recruitment	1	Per Group
14. Membership Recruitment	1	Per Member
15. Exhibitor Recruitment	2	Per Exhibitor
16. Newsletter Articles	1	Per Edition
17. Community/Public Relations	1	Per Year
18. Sponsor Attainment	2	Per \$250.00
19. 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

PROGRAM EVALUATION OF NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS- *continued*

POINTS EARNED

1. Conference Attendance (15 Points per Conference): Conference Date: _____ Location _____ Conference Date: _____ Location _____ Conference Date: _____ Location _____	
2. NMLZO President (8 points per year) Term of Office from: _____ to _____	
3. Elected Board Member (6 points per year) Term of Office from: _____ to _____	
4. Conference Volunteer (1 points per conference) Conference Dates: _____ _____	
5. Newsletter Editor (4 Points per year) Term of Office from: _____ to _____	
6. Past Service - One Time Only for Initial Application (Same Points for 2. – 7. above) Term of Office from: _____ to _____	
7. NMLZO Annual Membership – One Time Only for Initial Application (1 Point per year of Membership) From: _____ to _____ Year & Date Year & Date From: _____ to _____ Year & Date Year & Date	
8. Conference Speaker (2 Point per Presentation) Conference Date: _____ Location _____ Topic: _____	
9. Associate Speaker/Panelist (1 Point per Presentation) Conference Date: _____ Location _____ Topic: _____	

PROGRAM EVALUATION OF NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS- *continued*

POINTS
EARNED

<p>10. Related Certifications i.e. Floodplain Managers Association, State Contractors, etc. (1 Point per year of Certification)</p> <p>From: _____ to _____ <div style="text-align: center; width: 40%;"><small>Year & Date</small></div> <div style="text-align: center; width: 40%;"><small>Year & Date</small></div></p> <p>From: _____ to _____ <div style="text-align: center; width: 40%;"><small>Year & Date</small></div> <div style="text-align: center; width: 40%;"><small>Year & Date</small></div></p>	
<p>11. Conference Program Development - List Specifics i.e. speakers, topic, etc. (1 Point per Workshop)</p> <p>_____ Date: _____</p>	
<p>12. Group Recruitment (1 Point per Group)</p> <p>Municipality/County: _____ Group Name: _____</p> <p>Municipality/County: _____ Group Name: _____</p>	
<p>13. Membership Recruitment (1 Point per Member)</p> <p>New Member's Name: _____ Title: _____</p> <p>Municipality/County: _____</p> <p>New Member's Name: _____ Title: _____</p> <p>Municipality/County: _____</p>	
<p>14. Exhibitor Recruitment (2 Point per Exhibitor)</p> <p>Company Name: _____ Rep Name: _____</p> <p>Conference Date: _____ Location: _____</p>	
<p>15. Submittal of Newsletter Articles (1 Point per Edition)</p> <p>Publication Date: _____ Article Title: _____</p> <p>Publication Date: _____ Article Title: _____</p> <p>Publication Date: _____ Article Title: _____</p>	
<p>16. Community/Public Relations to promote or raise awareness of NMLZO (1 Point per Year)</p> <p>Meeting Date: _____ Location: _____</p> <p>Municipality/County Name: _____</p>	

PROGRAM EVALUATION OF NMLZO PARTICIPATION, CONTINUING EDUCATION & PROFESSIONAL CONTRIBUTIONS- *continued*

POINTS
EARNED

17. Sponsor Attainment (2 Points per \$250.00) Company Name: _____ Rep Name: _____ Course Topic (If Speaking) _____ Conference Date: _____ Location: _____	
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18. 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 _____ from _____
☐ Full-time ☐ Part-time to _____
2. Position _____ from _____
☐ Full-time ☐ Part-time 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 -- \$100.00 (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 New Mexico Municipal League
P.O. Box 846
Santa Fe, NM 87504-0846
Attention: Mariah Valdez
(505-982-5573; 800-432-2036; mvaldez@nmml.org)

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.

CERTIFICATION EVALUATION (FOR OFFICIAL USE ONLY)

-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