



FOR GENERAL MANAGERS AND TOP MANAGEMENT

## Certified Special District Manager (CSDM)

The Certified Special District Manager (CSDM) is a voluntary designation sought by individuals who strive to be the best in their field. Special District Managers with various academic and professional backgrounds can be candidates for the program.

### Qualifying For The Exam

The certification application in special district administration is built around specific categories. These factors include professional special district and related experience; related continuing education; community service and higher education background.

#### CURRENT EXPERIENCE

In order to earn the CSDM Certification, an individual must have:

- Worked three out of the last five years in a position of management in a California special district. Related work experience with other public agencies or private firms may be considered by application to the Certification and Audit Review Advisory Committee. A current resume is required with your application.

#### ACCEPTED COURSES

All courses offered by the California Special Districts Association (CSDA) or any statewide association specializing in local government are valid for the certification program and can count as continuing education. Applicants submitting course credits from other organizations, academic institutions or private firms, must include:

- General course descriptions for consideration by the Certification and Audit Review Advisory Committee. A written notification will be provided if course work is not accepted. The applicant then has an opportunity to appeal.
- All continuing education submitted for review must be from within the last five years.

### Examination

A total of 400 points is required to qualify for the opportunity to take the examination based on the identified categories. **The points listed to the right of each section in the application indicate the minimum/maximum points a candidate must have in each area.** You can submit excess points for review, however must have at least 400 qualified points to move forward.

Upon determination of eligibility and qualification, an individual will be scheduled for the examination. Qualified applicants will be notified regarding the annual examination schedule. Applicants will also be notified of examination results within 30 days of taking the exam.

The exam consists of 100 total questions across many areas related to special district management, operations and governance and must be completed within two hours. A score of 70 or more is required to pass the exam. If unsuccessful on the first attempt, the exam may be re-taken once at a different time with no additional charge or application.

### Fees

All fees are non-refundable.

#### ONE-TIME APPLICATION FEE

There is a \$300 application fee for the Certified Special District Manager Program. This fee includes the CSDM study guide and review and evaluation of points earned prior to taking the examination. In the event that an applicant does not initially meet the minimum point requirement for taking the examination, the fee submitted remains valid for three years to allow ample time for accumulation of points.

#### EXAM FEE

The fee for the certification examination is \$150. The exam may be re-taken once at a different time with no additional charge or application.

#### RE-CERTIFICATION FEE

The fee for recertification is \$50 and must be submitted in accordance with the requirements for maintaining CSDM certification as listed below.

### Maintaining CSDM Certification

The CSDM Certification is valid for four years from the date of successfully passing the exam. It can be kept current by completion of 75 continuing education points and a nominal recertification fee submitted to SDLF within each additional four-year period.

**Certified Special District Manager (CSDM) Application**

Please provide details, dates and appropriate documentation. Use additional pages if necessary.

Professional Special District & Related Experience				(120 - 200 POINTS)
<b>1. District/General Manager Experience</b>				
From:	To:	Years In Position:	(X) 35 =	
<b>2. Assistant General Manager/Sr. Management Experience</b>				
From:	To:	Years In Position:	(X) 25 =	
<b>3. Other Related Management Experience</b>				
From:	To:	Years In Position:	(X) 15 =	
Higher Education Background (Only Highest Degree Earned May Be Used Toward Your Total Score)				(0 - 125 POINTS)
Degree	Institution	Location	Date	
Associate (50 Points)				
Bachelor (75 Points)				
Master (100 Points)				
Doctorate (125 Points)				
Community Service (5 points per activity per year)				(10 - 25 POINTS)
Service to the community in the spirit of maintaining a connection to special districts and local government. This section was designed to account for volunteer activities outside the scope of your everyday job responsibilities, while still relating specifically to your local community. Please describe your contribution, level of involvement from the experience and the relevancy to special districts, local government and/or the community.				
Activity	Date	Briefly describe your contribution and the relevancy to districts, local government and/or community.		
1.				
2.				
3.				
4.				
5.				

*\*attach additional pages as necessary*

**CERTIFIED SPECIAL DISTRICT MANAGER APPLICATION**

Related Continuing Education (8 points - full day, 4 points - half day, 1 point - per hour)			(160 - 240 POINTS)
<p>All courses offered by the California Special Districts Association, any statewide association specializing in local government and/or an organization with a focus in the areas outlined in the CSDM Study Guide (public policy, management, administration, governance, etc.) are valid for the certificate program. Example: Attendance at CSDA's Annual Conference would be worth 25 hours. If you are submitting points outside of these guidelines, please provide an extensive overview of the program with the application. Each program will be evaluated by the Certification and Audit Review Advisory Committee.</p> <p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance.</li> <li>• All continuing education needs to have been completed within five years of application submission.</li> <li>• Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours). This applies to recertification also.</li> </ul> <p><b>NEW &amp; RENEWING CSDM:</b></p> <ul style="list-style-type: none"> <li>• Completion of CSDM Study Group – 50 points (monthly calls and online participation; allow for 2 missed calls for 12-month period for full points)</li> <li>• Writing an article that is published or teaching a workshop – 15 points (per item)</li> </ul> <p><b>RENEWING CSDM ONLY:</b></p> <ul style="list-style-type: none"> <li>• Serving as a panelist and/or coach at “So, You Want to Be a GM?” workshop – 10 points (per item)</li> <li>• Volunteering as a coach in CSDA’s “Coaches Corner” – 10 points (per year)</li> </ul> <p><b>ADDITIONAL POINTS FOR SPECIFIC EVENTS</b></p> <ul style="list-style-type: none"> <li>• General Manager Leadership Summit – 25 points</li> <li>• CSDA Annual Conference &amp; Exhibitor Showcase – 25 points</li> </ul>			
Sponsor & Title of Program	Date(S)	Number Of Hours	
1.			
2.			
3.			
4.			
5.			
<b>TOTAL</b>			

**Submit this application along with all required documentation and payment to:**

Special District Leadership Foundation  
 1112 I Street, Suite 200, Sacramento, CA 95814  
 Phone: 916-231-2909 • Fax: 916-442-7889 • sdf.org

*(Min. 400 points needed)*

Name:		
District:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:	Website:	
<p>In completing this application, I fully understand that it an application for enrollment purposes only. In order to complete registration I will submit to an examination and supply further information as required by the Certification and Audit Review Advisory Committee. I further understand and, by my signature, acknowledge that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application.</p>		
Applicant's Signature:	Date:	
<b>PAYMENT</b>		
Total: \$	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	

*The Certified Special District Manager (CSDM) does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability.*