



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.

### 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.

### Recertification Fee

The fee for recertification is \$75 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.

### ***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 • For electronic submission send to [info@sdlf.org](mailto:info@sdlf.org)

Name:		
District:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:	Website:	
In completing this application, I fully understand that it is 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.		
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.*

**Related Continuing Education (8 points - full day, 4 points - half day, 1 point - per hour) (Required)**

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.

**REQUIREMENTS:**

- At least half (50 percent) of continuing education points submitted are in trainings specifically focused on performance in special district operations and governance.
- All continuing education must have been completed within five years of application submission.
- Continuing education must include current AB 1234 Ethics Training (2 hours) and AB 1825 Harassment Prevention Training (2 hours).

**NEW & RENEWING CSDM:**

- Completion of CSDM Study Group – 50 points (monthly calls and online participation; allow for 2 missed calls for 12-month period for full points)
- Writing an article that is published or teaching a workshop – 15 points (per item)

**RENEWING CSDM ONLY:**

- Serving as a panelist and/or coach at "So, You Want to Be a GM?" workshop – 10 points (per item)
- Volunteering as a coach in CSDA's "Coaches Corner" – 10 points (per year)

**ADDITIONAL POINTS FOR SPECIFIC EVENTS**

- General Manager Leadership Summit – 25 points
- Essential Leadership Skills Certificate – 50 points

Sponsor & Title of Program	Date(s)	Number Of Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		