

OACA

(Ontario Association of Committees of Adjustment and Consent Authorities)

ACCREDITATION REQUIREMENTS

ACST DESIGNATION (ACCREDITED COMMITTEE SECRETARY TREASURER)

In order to obtain the ACST designation the following qualifications are required:

1. One of:
 - (a) A relevant Degree/Diploma from an accredited University/College; or
 - (b) The Primer on Planning course; or
 - (c) A combination of a minimum three (3) years experience and a relevant equivalent academic achievement as may be approved by the Board of Directors of OACA, including courses offered through AMCTO.
2. A minimum three (3) years experience as a Secretary-Treasurer, Assistant Secretary-Treasurer or those involved in the day-to-day process including the signing authority for a Committee of Adjustment or Land Division Committee.
3. A Member in good standing with OACA for a minimum of three (3) years.
4. Attendance at a minimum of three (3) conferences and/or seminars within the past five (5) years or active participation in OACA or a combination of both as may be approved by the Board of Directors of OACA.

ACST(A) DESIGNATION (ACCREDITED COMMITTEE SECRETARY TREASURER – ASSOCIATE)

Definition:

This designation allows Secretary Treasurers practicing in the field the opportunity for some professional recognition. It also allows for Secretary-Treasurers to have some form of designation until the full ACST criteria are fulfilled. Once all of the criteria are met, the Secretary-Treasurer would be eligible to apply for the full ACST designation.

In order to obtain the ASCT(A) designation the following qualifications are required:

1. One of:
 - (a) A relevant Degree/Diploma from an accredited University/College; or
 - (b) The Primer on Planning Course; or
 - (c) Equivalent academic achievement as may be approved by the Board of Directors of OACA, including courses offered through AMCTO.
2. May be a Secretary-Treasurer, Assistant Secretary-Treasurer or a person with signing authority for a Committee of Adjustment or Consent Authority; or any other professional occupation listed in OACA's By-law for Associate Membership would be eligible, but the (A) designation would remain.
3. A Member in good standing with OACA.
4. Attendance at a minimum of one (1) conference and/or seminar within the past three (3) years or active participation in OACA or a combination of both as may be approved by the Board of Directors of OACA.

APPLICATION FEE

1. A \$50.00 application fee is required for the ACST or ACST(A) designation. If the application is a renewal or re-classification, a \$50.00 renewal/reclassification fee is required.

USE: The ACST and ACST(A) Designations are the property of OACA. In order to use these designations you must remain a member in good standing and continue to meet the criteria. You must also apply to renew your designation every five years as per the expiry date noted on your certificate.