



Municipal Law Enforcement Officers' Association (Ontario)

Certification Guide and Application



Program Features

- ✓ Legally Authorized Designation
- ✓ Recognition of Professional Development
- ✓ Recognition of Professional Contributions
- ✓ Post-Secondary Educational Achievements
- ✓ Enhanced Marketability
- ✓ Recognized MLEO Employment Qualification
- ✓ ONLY Legally Authorized
- ✓ Certification for MLEO's in Ontario
- ✓ Certification Certificate & Pin
- ✓ Congratulatory Letter Sent to You, Your Supervisor and Head of Local Government
- ✓ Recognition at Annual Awards Ceremony

1. Introduction

a) History

The MLEOA is a non-profit Association representing Municipal Law Enforcement Officers throughout the Province of Ontario. It was established in 1979, and incorporated in 1985, as a non-profit organization. Currently, the Association represents over 2,000 Municipal Law Enforcement Officers from small rural communities to large urban centers. Municipal Law Enforcement Officers are appointed by municipalities under the provisions of the Police Services Act or other Provincial Statute to enforce local municipal by-laws and other applicable Provincial Statutes.

b) Legal Status

On July 21, 1997 Bill Pr83, Municipal Law Enforcement Officers' Association (Ontario) Act, 1997, received Royal Assent giving the MLEOA the authority to grant certification to its members and prescribe the requirements for certification. All recipients of this designation have successfully met the education, job responsibility and membership requirements as determined by the MLEOA. The MLEOA is the only organization and governing body authorized to issue certification to Municipal Law Enforcement Officers in Ontario.

c) Unauthorized Use

Only regular, retired or life members in good standing of the MLEOA who have filed an application with the MLEOA Certification & Awards Chair and have met the requirements for certification and been approved by the MLEOA Board of Director's are permitted to use the legal designations "Municipal Law Enforcement Officer Certified" and/or "M.L.E.O. (c)". Any person who has not satisfied the certification requirements established by the MLEOA and uses the legal designation of "Municipal Law Enforcement Officer Certified" and/or "M.L.E.O. (c)" is guilty of an offence under the Municipal Law Enforcement Officers' Association (Ontario) Inc . Act, 1997, section 6.(2).

d) MLEOA Certification Program Goal

The goal of the Municipal Law Enforcement Officer Certification program is to recognize MLEOA member achievements in the following categories by granting them a legally authorized career specific designation:

- Continuous and accumulated years of MLEOA Membership; Completion of MLEOA professional development courses; Completion of MLEOA professional development workshops; Completion of recognized Ontario MOE training course; Completion of MLEO Foundations Course challenge examination; Service to the MLEOA (Board of Directors and/or Committees); Completion of training at a Canadian Police College;

- Full time supervisory duties in Municipal Law Enforcement; Graduation from a college or university (Law or Business); Membership in a recognized and related municipal organization;
- Certification from a recognized and related municipal organization; and
- MLEO certification from another Canadian Province/Territory and successful completion of a prescribed exam administered by the MLEOA.

The MLEOA Municipal Law Enforcement Officer Certified designation is now recognized by municipalities across Ontario and has become a standard requirement for employment in municipal law enforcement jobs.

2. Certification Program Requirements & Process

a) Membership

Certification applicants must be Regular (Individual or Corporate), Retired or Life members of the MLEOA for three (3) consecutive years prior to making an application for certification. The calculation to determine years of membership is done by using the year and month the applicant joined the MLEOA as printed on their membership certificate and/or in the MLEOA membership records.

b) Certification Points

Applicants applying for certification must accumulate a minimum of twenty-five (25) certification points which are awarded in accordance with twenty (20) point categories on the application. The Application for Certification is available online on the MLEOA website at www.mleoa.ca.

c) Certification Application Fee

The fee for applying for certification is \$100.00 plus applicable taxes. Fifty percent (50%) of this fee is non-refundable and is required in order for applications to be processed and evaluated by the Certification and Awards Chair. Applications that don't meet the minimum requirements will be returned to the applicant along with a refund of half of the application fee. The application fee can only be paid by Credit Card (Visa or MasterCard) and any required refunds will be applied directly to the provided credit card.

d) Supporting Documentation

Applicants must supply a copy of all relevant certificates, diplomas and confirmations as required on the Application for Certification. The Certification and Awards Chair may require additional information as required in order to recommend the approval of certification to the MLEOA Board of Directors.

e) Evaluation

A completed application and supporting documentation accompanied by the prescribed fee is reviewed by the MLEOA Certification and Awards Chair in order to determine certification eligibility. The Certification and awards Chair ensures the applicant has the required years of membership and has provided proof of the accumulation of the minimum twenty-five (25) certification points. The Certification and Awards Chair may require clarification, additional information or documentation from the applicant as required.

f) Approval Process

Following the evaluation of the application the Certification and Awards Chair will notify the applicant by e-mail of the results and the recommendation being forwarded to the Board of Directors.

The Certification and Awards Chair will then prepare a report for the review of the MLEOA Board of Directors that will contain a recommendation for the approval or denial of the certification application. The report will be forwarded to the next scheduled meeting of the board and the applicant will be notified of the results by mail following the meeting. The approval and use of the Municipal Law Enforcement Officer Certified and M.L.E.O. (c) designation is not authorized until approved by the board of directors and confirmed in writing by the Certification and Awards Chair.

g) Application Denial

Following the application evaluation by the Certification and Awards Chair and approval of the recommendation to deny the certification application by the board of directors the applicant will be notified of the results by mail. The applicant will have the opportunity to appeal the decision of the board and file additional supporting documentation to support their position.

h) Application Deadlines

Applications for certification are reviewed and approved at the quarterly board meetings of the MLEOA Board of Directors in March, June, September and December annually. The deadline to file an application with the Certification and Awards Chair are:

- March meeting (February 15)
- June meeting (May 15)
- September meeting (August 15)
- December meeting (November 15)

**** Applications received after the deadline will be forwarded to the next available meeting for consideration****

3. Designations, Use & Maintenance

a) Designations

Only MLEOA members who have filed an application and been approved by the Board of Directors may use the legally authorized designations of Municipal Law Enforcement Officer Certified and/or M.L.E.O. (c) in accordance with the Municipal Law Enforcement Officers' Association (Ontario) Act, 1997.

b) Use

The legally authorized designation of Municipal Law Enforcement Officer Certified and/or M.L.E.O.(c) can be used by certified members on resumes, signature blocks, business cards and certified members can hold out that they have satisfied the requirements of the MLEOA in order to become certified in accordance with the Municipal Law Enforcement Officers' Association (Ontario) Inc. Act, 1997.

c) Certification Maintenance

In order to maintain the legal designation of Municipal Law Enforcement Officer Certified and/or M.L.E.O. (c) certified members must maintain a regular, retired or life membership in the MLEOA in good standing and without lapse.

Failure to renew a membership by June 30th annually will result in the de-certification of the former member at the next scheduled meeting of the Board of Directors. Certified members shall receive notification prior to their de-certification and given the opportunity to renew their membership if they qualify prior to the meeting.

4. Frequently Asked Questions

Q. I joined the MLEOA in January 2012, when do I qualify for certification?

A. You need a minimum of three (3) years of consecutive membership to qualify for certification.

Three (3) years of consecutive membership is calculated from January 2012, and you will meet the years of membership requirement for certification in January 2015.

Q. I have completed the MLEOA Part 1 Municipal Law Enforcement Foundations Course at the Ontario Fire College in Gravenhurst, am I certified now?

A. Completing the MLEOA Part 1 Foundations Course does not mean you are certified. By successfully completing the course you have obtained ten (10) certification points towards certification.

- Q. I have completed an Environmental Noise Enforcement Course, but not the one offered by the MLEOA or previously by the Ministry of the Environment. Does it qualify for certification points?
- A. Only the completion of the MLEOA Environmental Noise Enforcement Course (10 points) or the course previously offered by the Ministry of the Environment (5 points) qualifies for certification points. The MLEOA is the only organization authorized to provide instruction of the Environmental Noise Enforcement Course that has been approved by the Ministry of the Environment. The MLEOA cannot award any points for the completion of third party courses as they are not approved by the Ministry and the MLEOA does not control the content and material instructed.
- Q. I have completed a part time studies certificate course at the college level on municipal law enforcement. Does it qualify for certification points?
- A. A part time studies certificate course offered by an Ontario college on municipal law enforcement does not qualify for certification points under section 3 & 5 of the application. Only the MLEOA Part 1 Foundations and Part 2 Advanced courses qualify for points. A part time studies certificate course at the college level also does not qualify for points under category 16. In order to be awarded points under this category you must have graduated from a college or university with a law or business diploma from a program that is 2 or more years in duration.
- Q. How long does the certification process take once I have applied?
- A. MLEOA Board of Director's meetings are held quarterly in March, June, September and December annually. The application must be received by the Certification and Awards Chair by the 15th day of the month preceding the desired board meeting. Following the review and approval by the Board of Directors the applicant will be notified of the results by mail within two weeks of the meeting.
- Q. I have a college/university diploma in a discipline other than law or business, does it qualify for points?
- A. Only a diploma in law or business will be awarded points.
- Q. I attended the MLEOA Annual Conference in 2009 and 2012 and received a certificate of attendance, how many certification points is each conference worth?
- A. Attendance at MLEOA Annual Conference is not awarded any certification points. Since 2011, the MLEOA started offering certificate workshops as part of the annual conference. Delegates who attended these specific workshops were required to sign attendance forms and received certificates of participation following the conclusion of the conference. The MLEOA does not verify attendance during non-certificate seminars and therefore cannot assign a certification point value.

Mail Completed Applications and supporting documentation to:

Kim Fairfull,
Administrative Support
Municipal Law Enforcement Officers' Association
16 Malvern Crescent
Guelph, Ontario. N1L 1G8
kim.fairfull@mleoa.ca

Attachments

- 1- Appendix "A" – Application Checklist**
- 2- Appendix "B" - Certified Municipal Law Enforcement Officer Application**

Appendix "A"

Application Checklist

Complete and attach all applicable forms and information:

- Completed Application (Mandatory)
- Copy of Membership Certificate (Mandatory)
- Copy of MLEOA Course Certificate(s) of Completion
- Copy of Foundation Course Challenge Exam completion letter
- Copy of MLEOA Workshop Certificate(s) of Participation
- Copy of MLEOA Webinar Certificate(s) of Participation
- Copy of MOE Environmental Noise Course Certificate
- Copy of a Canadian Police College Diploma
- Complete category 15 Manager's Confirmation on pg. 3 of the application
- Copy of college or university diploma in Law or Business
- Copy of membership certificate of a related municipal organization
- Copy of certification certificate from a related municipal organization
- Copy of out-of-province certification certificate
- Completed Credit Card Payment Section on pg. 3 (Mandatory)

Appendix “B”



Municipal Law Enforcement Officers' Association of Ontario Application for Certification

Name:			
Title:			
Municipality:			
Address:			
City		Postal Code	
Phone:		Fax:	
Email:			
Name of Supervisor:		Title:	

Mandatory Requirement: All applicants **MUST** obtain the minimum twenty-five (25) points and be a Regular Member (Not Associate) in good standing for a minimum of three (3) consecutive years immediately preceding the application and must remain so to maintain certification.

#	Description	Possible Points	Points Requested	Points Awarded (MLEOA Use Only)
1.	The applicant must be a Regular Member (not associate) in good standing for a minimum of three (3) years. (Membership Certificate must be attached)	5		
2.	The Applicant is a Regular Member in good standing for a minimum of six (6) years and a maximum of eighteen (18) years. One point awarded for every three (3) years of continuous membership to a maximum of 5 points. (Membership Certificate must be attached)	5		
3.	The applicant has completed the MLEOA Part 1 - Municipal Law Enforcement Foundations (formerly the Basic MLEO Course) Course. (Certificate of Completion must be attached)	10		
4.	The applicant has successfully completed the MLEOA Part 1 – Municipal Law Enforcement Foundations Course Challenge Exam (MLEOA Letter of successful completion must be attached)	2		
5.	The applicant has completed the MLEOA Part 2 – Municipal Law Enforcement Advanced (formerly the Courtroom Prep course) Course. (Certificate of Completion must be attached)	10		
6.	The Applicant has completed the MLEOA Part 4 – Environmental Noise Course. (Certificate of Completion must be attached)	10		
7.	The applicant has completed the MOE Environmental Noise Course and has been issued a certificate by the Ontario Ministry of the Environment. (MOE Certificate must be attached)	5		
8.	The applicant has attended a Part 3 MLEOA WEBINAR. Half (½) a point awarded for each WEBINAR to a maximum of five (5) points. (Certificate of Participation must be attached)	5		
9.	The applicant has attended a Part 3 MLEOA ¼ day Workshop. Half (½) a point awarded for each ¼ day Workshop to a maximum of five (5) points. (Certificate of Participation must be attached)	5		
10.	The applicant has attended a Part 3 MLEOA ½ day Workshop. One (1) point awarded for each ½ day Workshop to a maximum of five (5) points. (Certificate of Participation must be attached)	5		
11.	The applicant has attended a Part 3 MLEOA Full Day Workshop. Two (2) points awarded for each workshop to a maximum of ten (10) points. (Certificate of Participation must be attached)	10		

#	Description	Possible Points	Points Requested	Points Awarded (MLEOA Use Only)
12.	The applicant is a Regular Member in good standing and has served a minimum of 3 years on the MLEOA Board of Directors and has adequately fulfilled his/her duties.	5		
13.	The applicant is a Regular Member in good standing and has served a minimum of 2 years on a MLEOA Committee or Sub-Committee and has adequately fulfilled his/her duties.	2		
14.	The applicant is a Regular Member in good standing and has successfully completed training in law enforcement at a recognized Police college in Canada. (Diploma must be attached)	2		
15.	The applicant is a Regular Member in good standing and holds a full-time position of supervisory duties for a minimum of two (2) years in relation to their employment in the field of Municipal Law Enforcement. (Manager's Confirmation on page 3 must be completed)	2		
16.	The applicant is a Regular Member in good standing and has graduated from a minimum 2 years (or equivalent) College or University program in Law or Business (Diploma must be attached)	2		
17.	The applicant is a Member in good standing and has been awarded a Life Membership and has applied for Certification.	1		
18.	The applicant is a Regular Member in good standing and is a member of a recognized, professional, municipal related organization. (Membership Certificate must be attached)	1		
19.	The applicant is a Regular Member in good standing and holds a designation as a certified member of an approved, recognized, professional, municipal related organization. (Certification Certificate must be attached)	2		
20.	The applicant is currently certified in another province or territory and holds an out-of-province certificate the same as or substantially similar to certification by MLEOA and the applicant has demonstrated knowledge of the Provincial Offences Act (Ontario) by successfully completing the prescribed exam administered by the MLEOA. (Out-of-province Certification must be attached)	20		
	Total of Points (Minimum of 25 Points required for Certification)	XXXX		

Category 15 Manager's Confirmation

(Only complete if the applicant is a supervisor and requesting points under category #15)

I, _____ confirm that the APPLICANT has held a full-time position of supervisory duties for a minimum of two (2) years in relation to their employment in the field of Municipal Law Enforcement.

Name		Title
Municipality		
Phone		Email
Signature		

DECLARATION OF APPLICANT

I, _____, the APPLICANT, confirm that the information provided and attached to this application is true and correct and no false or misleading statements have been made.

APPLICANT'S Signature: _____

METHOD OF PAYMENT

(Credit Card Only)

Certification Application Fee \$113.00 (inc. \$13.00 HST)

*(\$56.50 of the application fee is non-refundable * See Section 2 (c) of the Application Guide*

PAYMENT	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	
Payment:	\$113.00
Card Number:	
Expiry Date:	
Name of Cardholder:	
Email Receipt to:	
<input type="checkbox"/>	I authorize the MLEOA to debit my account for the above funds.

It must be understood that Certification remains in force **only** if the person continues to meet the minimum required criteria asset out in this application. Failure to do so forfeits the certification and can only be re-instated with a new application.