



LOCAL GOVERNMENT MANAGEMENT CERTIFICATE (LGMC) PROGRAM

PROGRAM COMPLETION REVIEW REQUEST FORM

General Information:

Now that you are nearing completion of or have completed the program, you will need to apply for your certificate and have us perform an official credit review. Once the review is complete, we will contact you. It can take up to two weeks for a review to be completed. Please build this into your time frame if planning to complete the certificate by a certain date.

Please complete this form and submit it with any needed supporting documentation to Lisa Trevino, LGMC Coordinator. Submission instructions follow.

Credit Review Application:

Submission Date: _____

First Name: _____ Last Name: _____

Position Title: _____ City/Organization: _____

Planned Completion Date: _____

Remaining Credit / Plan: _____

Do you answer to a council? If yes, please complete the following portion. If no, leave blank and continue to the next section to provide your supervisor's contact information.

Mayor's Name: _____ Council Mtg Days, Times: _____

Mayor's Phone: _____ Mayor's Email: _____

Supervisor: _____ Supervisor's Title: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Notes: _____

Questions:

If you have questions, or for more information contact:

Lisa Trevino by email at ltrevino@orcities.org or by phone at (503) 588-6550

Completion Review Request Form Submission:

League of Oregon Cities – LGMC Request for Completion – Attention: Lisa Trevino

Fax: 503-399-4863; Email: ltrevino@orcities.org Call: (503) 588-6550

Mail: 1201 Court Street NE, Suite 200 Salem, OR 97301