



# LOCAL GOVERNMENT MANAGEMENT CERTIFICATE (LGMC) PROGRAM

## LGMC CREDIT REQUEST FORM FOR

# NON-LEAGUE TRAINING / WORKSHOP SUBMISSION

Please read and complete the following form, in its entirety, then submit it with all required supporting documentation and materials as listed below. **Incomplete submissions will not be evaluated or returned.** For consideration, **trainings must be current** (completed within 3 years prior to program entry). Questions may be directed to the contact below.

### General Information:

**Submission Date:** \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Training / Workshop Information (use one form per request; do not list multiple titles):

Training / Workshop Title: \_\_\_\_\_

Training / Workshop Provided by: \_\_\_\_\_

Provider Contact Information: \_\_\_\_\_

Name of Trainer / Instructor: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Total Hours: \_\_\_\_\_

### Core Area(s) and Hours Requested:

Core Area #: \_\_\_\_\_ & Name: \_\_\_\_\_ Requested Hours: \_\_\_\_\_

Core Area #: \_\_\_\_\_ & Name: \_\_\_\_\_ Requested Hours: \_\_\_\_\_

Core Area #: \_\_\_\_\_ & Name: \_\_\_\_\_ Requested Hours: \_\_\_\_\_

- |                                     |                                      |  |                           |
|-------------------------------------|--------------------------------------|--|---------------------------|
| #1 – Budget & Finance               | #4 – Public Works & Utilities        | #7 – Community Relations                 | #10 – Ethics & Leadership |
| #2 – Human Resource Management      | #5 – Land Use & Economic Development | #8 – Risk Management                     |                           |
| #3 – Public Safety & EMS Management | #6 – Public Contracting & Purchasing | #9 – Elected Officials/Mngr Competencies |                           |

### Attached Supporting Documentation:

← Check here if this course is listed on the LGMC Pre-Approved Course & Credit List  
For items on the pre-approved list, **only** proof of attendance is needed as supporting documentation.

#### Complete all three required items as follows:

- A description of the course/workshop and proof of attendance and addendum are all required for credit consideration. Incomplete submissions will not be processed until all required materials are received.
- A copy of the course/workshop description or agenda/outline, including core areas and hours requested.
  - A certificate of completion or other proof of attendance.
  - An addendum **explaining why the training qualifies as management-level** and should receive credit in the core area(s).

### Submit this request form and all supporting documents to:

League of Oregon Cities – LGMC Request for Consideration – Attention: Lisa Trevino  
Fax: 503-399-4863; Email: [ltrevino@orcities.org](mailto:ltrevino@orcities.org) Call: (503) 588-6550  
Mail: 1201 Court Street NE, Suite 200 Salem, OR 97301