

## AMCTO - PLAR (Prior Learning Assessment and Recognition)

<b>Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Administration Program</b>		
<b>Compulsory Courses</b>	<b>Twelve (12) Compulsory Credits</b>	<b>Course Equivalency</b>
FSMC 001	Public Safety Leadership	
FSMC 002	Municipal Budgeting and Finance	<b>unit 3</b>
FSMC 003	Public Administration	<b>unit 1 &amp; 2</b>
FSMC 004	Legislation	
FSMC 005	Effective Communication and Report Writing	<b>unit 1-4</b>
FSMC 006	Human Resources Management	<b>unit 4</b>
FSMC 007	Labour Relations	
FSMC 008	Strategic Management	<b>unit 4</b>
FSMC 009	Employee Wellness	
FSMC 010	Health and Safety	
FSMC 011	Career Management	
FSMC 012	Recruitment, Selection and Talent Management	
<b>Elective Courses</b>	<b>Six (6) Elective Credits</b>	
FSMC 021	Fire Prevention and Public Education for Fire Service Officers	
FSMC 022	Basic Emergency Management	
FSMC 023	Managing Multiple Emergency Responses	
FSMC 024	Project Management + Procurement	<b>unit 3 &amp; 4</b>
FSMC 025	Personal Management Skills	<b>unit 2</b>
FSMC 026	Change Management	<b>unit 1</b>
FSMC 027	Dispute Resolution Skills	
FSMC 028	Negotiation Skills	<b>unit 4</b>
FSMC 029	Performance Management	
FSMC 030	Communication Skills	
FSMC 031	Fire Service Technology	
FSMC 032	Introduction to Research Methods	
**Humber College will allow a maximum of 13 transfer credits or PLAR credits (combined) to be applied to the Fire Service Executive Management Certificate **		

### Special Notes about PLAR:

1. Please fill out a separate PLAR application form for each course you wish to be exempted from
2. Please provide an evidence portfolio to support your application. This is how you will demonstrate your knowledge and skills.  
Examples to include in your evidence portfolio: (Please include a minimum of 3 pieces of evidence in your portfolio)
  - \* Transcripts or Grades Reports
  - \* A copy of your certificate
  - \* Resume and cover letter outlining work, volunteer or other life experiences that are related
  - \* A description of your experiences and learning that relate to the course(s) being challenged
  - \* Letters of reference or verification
  - \* Course Outlines
  - \* Testimonials
  - \* Work samples
  - \* A letter describing your experiences and the learning that relates to the course outline and learning outcomes of the course.
3. Personal Cheques will not be accepted. Certified cheques and major credit cards are accepted. If you wish to pay by credit card please note this on your form and a representative will call you to collect the payment once your application package has been received.
4. PLAR application packages cannot be emailed, they must be mailed to the address listed on the form or dropped off at the Lakeshore Campus Registration Office.
5. If you require a copy of the course outlines from Humber College please contact: 416-675-6622 x3438 [shawn.matheson@humber.ca](mailto:shawn.matheson@humber.ca)
6. PLAR application processing can take 4-6 weeks to be completed.

### Payment Details:

The charge for processing PLAR credits is \$90.64 per course and \$300.00 for four or more courses when submitted at the same time. The charge for processing PLAR credits is non-refundable, regardless of the result of the application and actual courses granted an exemption.

### ARE YOU READY TO APPLY:

Download the PLAR application form  
<http://humber.ca/assets/files/pdfs/plarapplication.pdf>

For questions please contact the Humber Fire Services Executive Management program coordinator:  
[shawn.matheson@humber.ca](mailto:shawn.matheson@humber.ca)