



**Massachusetts Municipal Association – Suffolk University  
Certificate in Local Government  
Leadership & Management**

**Application**

Deadline for applications is **April 30th**

Acceptance decisions will be made by **June 1st**

Tuition must be paid by **July 31**

Applications should be emailed to [certificate@mma.org](mailto:certificate@mma.org)

A completed application must include:

- This application filled out completely and signed by you;
- This application signed by your community's mayor, town administrator, or town manager or, in Boston, by the chief of personnel;
- One written page answering essay question (#3 below); and
- Your most recent resume.

**Program year: September 20**\_\_\_\_

**Program Location:**

**Applicant Information:**

Name: \_\_\_\_\_

Community: \_\_\_\_\_

Municipal department: \_\_\_\_\_

Job title: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_



3. On a separate piece of paper, describe why you want to enroll in this graduate level program of study on local government and how you think it will help you meet your professional goals. Please limit your response to one page.

**Assertions:**

By signing below, I acknowledge that I understand that my enrollment in the Certificate Program in Local Government Leadership & Management requires my commitment to attend classes, to pay tuition, to purchase class materials, and to participate fully in the curriculum and work assignments in order to satisfy the requirements of the Program. Further, it is the responsibility of each prospective enrollee to arrange for employer approval of work release time that might be required. It is anticipated that classes will be held on 25 Fridays starting in September and concluding in May. Six hours of classes will be scheduled for each Friday. Another six hours of preparatory time for each class is typically necessary.

Admission to the program is discretionary and subject to full payment of the tuition in advance.

**Applicant's Signature:**

Applicant's signature and date:

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**Recommendation:**

I recommend this candidate for participation in the MMA-Suffolk University Certificate in Local Government Leadership & Management

Mayor/Town Administrator/Town Manager's signature and date:

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<p style="text-align: center;"><b>Application Deadline: April 30th</b></p> <p style="text-align: center;">Additional information: <a href="http://www.mma.org/certificate">www.mma.org/certificate</a> Contact: Katie McCue at 617-426-7272 ext. 111 or <a href="mailto:kmccue@mma.org">kmccue@mma.org</a> Applications should be emailed to <a href="mailto:certificate@mma.org">certificate@mma.org</a></p>
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