



Massachusetts
Municipal
Association

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www.mma.org

Massachusetts Municipal Association & Suffolk University Certificate in Local Government Leadership & Management 2024-2025 Program Application

Deadline for applications is **April 30th**

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

Tuition must be paid by **July 31st**

Applications should be emailed to certificate@mma.org

Cost: \$2,800

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 the City of Boston, by the chief of personnel;
- ☐ One written page answering essay question (#3 below); and
- ☐ Your most recent resume.

Program Location:

Certificate program classes are held approximately 40% in-person at one of the locations below and 60% on Zoom. There are two distinct cohorts; your in-person and Zoom classes will all be held with the same group of participants. Exact dates of in-person classes will be announced as soon as possible on www.mma.org/Suffolk.

Select location you are applying to:

- ☐ **Pittsfield**
- ☐ **Sharon**

Applicant Information:

Name: _____

Community: _____

Municipal department: _____

Job title: _____

Work email: _____

Supervisor's name: _____

Supervisor's email: _____

Educational Background:

High School (name of high school and year graduated):

College, if applicable (name of college, degree earned, and year graduated):

Graduate School, if applicable (name of school, degree earned, and year graduated):

1. Please describe your current job responsibilities:

2. Are you interested in pursuing a graduate degree in public administration or management? Why or why not?
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:

Recommendation:

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

Mayor/Town Administrator/Town Manager's printed name, signature and date:

Application Deadline: April 30th

Email completed applications to certificate@mma.org

Additional information: www.mma.org/suffolk

Contact: Katie McCue at kmccue@mma.org or 617-426-7272 ext. 111 or
Kate Evarts at kevarts@mma.org or 617-426-7272 ext. 172