



Graduate Certificate in Local Government Management



Information and Requirements

Core Courses

- Local Government Management
- Human Resources Management
- Government Financial Management and Budgeting

Location and Times

Classes will be held at the City of Plano building or UTD, one session per week from 4:00 PM until 6:45 PM, during a normal academic semester. The proposed semesters are Spring/Fall 2023 and Spring/Fall 2024. Proposed day of the week is Wednesday (subject to change).

Time Commitment

Classes will take place at a time when many employees would normally be on duty. Arrangements must be made by participants to ensure that adequate coverage is in place for normal operations. Overtime and/or compensatory time cannot be earned by the participant during class time in the program.

Credit Hours and Costs

Participants will earn a total of twelve (12) credit hours. The City of Plano will pay 100% of the tuition for 12 hours of graduate level courses at UTD.

Note: the employee will be responsible for the purchase of books, all materials that are required for participation in the courses, the UTD application fee(s) and any other fees required to complete the program.

Minimum Requirements from City of Plano and UTD

City of Plano

- Admissions essay: A brief narrative outlining your professional and academic interest(s), which includes:
 - Any current or long-range professional objectives.
 - Any publications or other evidence of scholarly endeavor you have achieved.
 - A list of any academic or professional organizations in which you are active, and any fellowships, scholarships or other honors you have received.
- Two years of full-time employment with the City of Plano preceding application to the program.
- Commitment to two additional years of employment with the City of Plano upon completion of the courses.
- Participants must maintain a 3.0 grade point average throughout the program.



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[University of Texas at Dallas](http://www.utdallas.edu)

(Do not apply to UTD unless notified by Human Resources)

- Provide official university transcripts, verifying that you have earned a bachelor’s degree from an accredited college or university.
- A “B” average in upper division course work.
- GRE will NOT be required.
- Completion of an online Graduate Application form to the UTD Admission’s Office.
- Pay the application fee(s).
 - The application fee is \$50 if submitted during the regular application period. If you submit your application after the application deadline, but prior to the late application deadline, the application fee is \$125.
 - There is an additional \$50 non-refundable international credential fee. (Note: This is for applicants with transcripts or other international credentials from international institutions.)

Application Deadlines

City of Plano —Due to the limited number of openings, participants will be chosen through an application process. City of Plano applications and required paperwork are now being accepted electronically through Sept. 2, 2022, 5 P.M. Please submit all paperwork to Debbie Speed at debbies@plano.gov. Late or incomplete packets will not be considered.

UTD—Deadline for the regular UTD application period is October 1, 2022. Late fees apply after this date and are the responsibility of the applicant. **(Do not apply to UTD unless notified by City of Plano Human Resources)**

The City of Plano is proud to offer this advanced learning opportunity to employees. Whether you would like to broaden your knowledge of important issues and approaches employed by professional local public administrators, or, perhaps, use this educational opportunity as a minor focus to a related graduate level degree plan. . . **where the City pays 100% of the tuition cost!** (Does not cover books, application fees, transcript fees, or parking fees) Please contact Debbie Speed for more information at debbies@plano.gov or 972-941-7217.



“The Local Government Management Program is sponsored by UTD and the cities of Plano, Garland and Richardson. It was one of the most rewarding experiences I have had here at the City of Plano. You not only learn so much from the instructors, but you also learn from the other attendees from the other cities. We all learned from each other.”

Karen Rhodes

Director of Budget and Research

Graduate of the Program