



CAZEO PROFESSIONAL DESIGNATION PROGRAM (AZT)

Enrollment and Certification Procedures Certified Administrative Zoning Technician

INTRODUCTION:

Administrative Zoning Technicians, like other emerging occupations or professions, require special study, knowledge and skills. Because Administrative Zoning Technicians require a high level of professional competence, the Connecticut Association of Zoning Enforcement Officials (CAZEO) has instituted a program of voluntary Certification designed to raise the professional standards of Administrative Zoning Technicians/personnel in Connecticut towns and cities. The professional designation of Certified Administrative Zoning Technician (AZT) outlined here is a result of this program.

This material has been prepared to give candidates all possible information on the program.

OBJECTIVES:

The Administrative Zoning Technician (AZT) designation, established in 2004, is designed for Administrative Zoning Technicians employed by a local government, planning and zoning, and/or zoning commission in the State of Connecticut.

The program is designed to raise the standards of the profession; to attain recognition by governmental authorities, and the public of zoning enforcement; to gain for zoning technician's recognition as qualified, objective public employees, and to award a professional designation to Administrative Zoning Technicians who meet all requirements for certification.

ADMINISTRATION:

Appointment of Members

The certification program is administered by a CAZEO's Certification Committee and includes a chairperson and six members who shall be CZEOs and are recommended by the Certification Chair and approved by the Executive Committee of CAZEO. Members of the Committee are appointed for two-year terms beginning January 1 following the election and expiring on December 31 of the next even numbered year, or at such time a successor is duly qualified to take office. Midterm officer vacancies shall be filled by a majority vote of the Executive Committee.

The duties the Certification Committee are to:

1. Prescribe, subject to review and approval by the Executive Board, policy and procedures regarding requirements for applicants.
2. Screen all applicants for eligibility.
3. Resolve any questions or disputes regarding the certification process with final approval from the Executive Committee;
4. Assists in maintaining continuing education credits.

ENROLLMENT REQUIREMENTS:

Registrant must be a Regular (Full) member of CAZEO. A regular full member is an individual engaged in and/or responsible for the enforcement of municipal zoning provisions in the State of Connecticut.

Persons wishing to become CAZEO members who are not actively engaged in zoning enforcement as outlined above, but who may be involved in related code enforcement activities, may apply to the Executive Committee for regular membership. The Executive Committee will review the applicant's code enforcement background and determine whether regular membership is warranted.

Only those persons who satisfy the Certification requirements will be eligible for candidacy for certification.

ADMINISTRATIVE ZONING TECHNICIAN CERTIFICATION REQUIREMENTS:

To qualify, the candidate, by the date of certification, must meet all of the following criteria:

1. Be a regular member of CAZEO;
2. Have at least two years administrative zoning experience as a person responsible for technical assistance of the zoning regulations and/or; administration;
 - a. A maximum of one (1) year of zoning enforcement experience may be met by satisfactory completion of the entire Certification Instruction Program with associated examinations (as described below).
3. Have completed, within three (3) years of individual commencement, the prescribed CAZEO Institute Certification Instruction Program:
 - a. Any candidate who fails to complete the Instruction Program within the 3-year period may be required to repeat the program with associated examinations, and achieve satisfactory completion within eighteen (18) months of re-commencement.
4. Receive a passing grade on each of the two (2). Examinations are designed to test the candidate's knowledge of zoning laws and enforcement principles, practices and procedures;
 - a. Any candidate who fails any of these examinations will be required to again take that examination and earn a passing grade. Only one retake exam is allowed.
5. Submit completed Application for Certification to the CAZEO Chairperson on the link provided on the website (including a \$100.00 fee made payable to CAZEO).

APPLICATION FOR CERTIFICATION:

Each candidate must successfully complete the certification Instruction Program requirements within a three (3) year period. At the discretion of the Certification Committee, the candidate may be required to appear for an interview. The Certification Committee may approve extensions based on legitimate hardships which could include but are not limited to: personal sickness (cancer, etc) or job loss. These are not guarantees of additional time to complete the requirements.

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