



CAZEO PROFESSIONAL CERTIFICATION PROGRAM (CZEO)

Enrollment and Certification Procedures Certified Zoning Enforcement Official

INTRODUCTION:

Zoning Enforcement, like other emerging occupations or professions, requires special study, knowledge and skills. Because Zoning Enforcement requires 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 Zoning Enforcement personnel in Connecticut towns and cities. The professional designation of Certified Zoning Enforcement Official (CZEO) outlined here is a result of this program.

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

OBJECTIVES:

The Certified Zoning Enforcement Official (CZEO) designation, established in 1982, is designed for Zoning Enforcement Officials 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 recognition for zoning officials as qualified, objective public employees, and to award a professional designation to zoning officials who meet all requirements for certification.

ADMINISTRATION:

Appointment of Members

The certification program is administered by a CAZEO 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 of 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.

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ENROLLMENT REQUIREMENTS:

Persons who satisfy either of the following membership requirements may register and attend courses in the Certification program:

Regular (Full) member of CAZEO: 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.

Associate Member of CAZEO: An individual who is interested in zoning and the zoning enforcement process but not actively engaged in municipal zoning enforcement. Associate members shall have no voting rights or right to hold office.

Enrollment priority will be given to regular members.

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

ZONING ENFORCEMENT OFFICIAL 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 three years zoning enforcement experience in a Connecticut Municipality as a person responsible for the enforcement of the zoning regulations and/or conducting site inspections to determine compliance with the zoning regulations;
 - 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 Certification Instruction Program (60 class hours);
 - a. Any candidate who fails to complete the Instruction Program within the 3-year period may be required to repeat the 60-hour 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. Examinations are conducted at Uconn Extension Center in Haddam, and are designed to test the candidate's knowledge of zoning 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 within 1 year. Failure to pass the re-take examination will require re-attendance in classes.

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Edited 08/09/13

Revised on 8/2/17

5. Receive approval of the candidate's case study by the Certification Committee. The case study should utilize recognized approaches of zoning enforcement methods and techniques, and shall be of the following type:

- * Systematic (planned) enforcement and/or compliance process; or
- * Reactive (complaint-oriented) enforcement and/or compliance process.

The purpose of having a candidate submit a case study is to have him or her demonstrate knowledge of and experience dealing with the complex and varied principles, methods and techniques of the zoning enforcement process. The facts contained in the case study are to be documented enforcement actions accomplished by the candidate.

- a. The candidate must apply for approval of his/her case study within three (3) years of his/her completion of the Certification Instruction Program.
- b. Any candidate who fails to apply for approval of his/her case study within the required period of three (3) years may be required to repeat the 60-hour program with, associated examinations; and achieve approval of his/her case study within eighteen (18) months of his/her re-enrollment in the Certification Program.

6. Submit completed Application for Certification to the CAZEO Certification Chairperson (including a \$100.00 fee made payable to CAZEO).

EXTENUATING AND/OR UNUSUAL CIRCUMSTANCES:

Job descriptions and functions vary among municipalities; therefore there may be some candidates who regularly and consistently perform zoning enforcement actions but are not recognized for doing so. These individuals who cannot or do not satisfy one or more of the six Certification Requirements listed above may become designated as a Certified Zoning Enforcement Official if the Certification Committee finds that:

- A. The candidate submits: a detailed letter explaining which specific requirements should be waived and why those requirements should be waived; job description(s) and actual job functions highlighted the zoning enforcement aspects performed; numerous, specific examples of zoning enforcement actions performed by the candidate; details about zoning enforcement experiences (dates of employment, tasks and activities, responsibilities, etc.); other information to support the candidate's claim that they should qualify for certification.
- B. The candidate submits: letters of support attesting to the candidate's enforcement work and experiences from three zoning colleagues who have worked with the candidate including at least one Certified Zoning Enforcement Official.
- C. The candidate has had a personal interview with a panel of at least three (3) members of the Certification Committee to explain his/her situation and to demonstrate an in-depth knowledge of zoning enforcement and his/her experience involving the actual enforcement of zoning regulations.

- D. There is documented evidence of the candidate's active involvement in the enforcement and administration of Connecticut land-use regulations on a regular, consistent and continuous basis for at least five (5) consecutive years or at least three (3) years if candidate came from another State that certifies Zoning Enforcement Officials and the candidate was certified by such program. A maximum of one (1) year of enforcement experience may be met by completing the 60-hour, Institute for Zoning Enforcement Officers.
- E. The candidate has successfully completed all of the courses and exams of the Certification Program.
- F. The certification of the candidate will enhance the image and reputation of other Certified Zoning Enforcement Officials by exemplifying that certified persons are knowledgeable, experienced professionals worthy of such certification by the organization.

The Certification Committee must find that the requirements listed above have all been met.

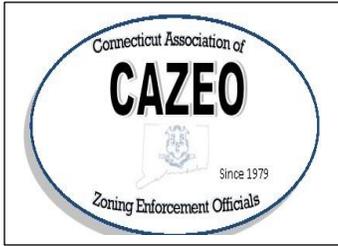
APPLICATION FOR CERTIFICATION:

Each candidate must successfully complete all requirements within a three (3) year period. At the discretion of the Certification Committee, the candidate may be required to appear for an interview. Extensions may be requested by the applicant and granted for extenuating circumstances if a request is made within the three (3) year period. Extensions are not to exceed an additional three (3) year period.

APPLICATION FOR CERTIFICATION (continued)

Certificates will be awarded twice each year in December and June (deadline for submission of all Materials is November 1st and May 1 respectively).

Reviewed and Approved by Certification Committee	<u>November 1994</u>	*
Reviewed and Approved by Executive Committee	<u>December 1994</u>	*
Revised and Approved by Certification Committee	<u>December 18, 2003</u>	*
Revised and Approved by Certification Committee	<u>December 18, 2003</u>	*
Revised and Approved by Executive Committee	<u>January, 2016</u>	*
Revised and Approved by Executive Committee	<u>August 2, 2017</u>	*



**CAZEO PROFESSIONAL DESIGNATION PROGRAM
CERTIFIED ZONING ENFORCEMENT OFFICER (CZEO)**

FEE: \$100.00 (Payable to: CAZEO)

NAME _____

PRESENT EMPLOYER: _____

OFFICIAL TITLE(S) _____

DATES OF CURRENT EMPLOYMENT (from/to) _____

BRIEF DESCRIPTION OF CURRENT ZONING ENFORCEMENT RESPONSIBILITIES

BUSINESS ADDRESS : _____

BUSINESS PHONE _____ HOME TELEPHONE _____

NAME, POSITION & TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

**PREVIOUS ENFORCEMENT & ZONING RELATED EMPLOYMENT OR EXPERIENCE
(position, municipality, dates – from/to)**

1) _____

2) _____

REQUIREMENTS CHECK LIST: Please include all of the following:

_____ I am currently a full member of CAZEO and my membership dues are paid

_____ I have completed each of the courses and passed all of the exams offered as part of the Certification Course Program
(List dates of course attended) _____

_____ I have submitted a case study for review and approval to the CAZEO Certification Committee.

_____ Confirmation letter from your employer verifying dates of employment and job responsibilities

I have reviewed the "Enrollment and Certification Procedures" and believe I qualify for designation as a Certified Zoning Enforcement Officer.

SIGNATURE _____ Date _____

Mail to: Christina M. Costa, CZEO
Zoning Enforcement Officer
Town of Old Saybrook
302 Main Street, Old Saybrook, CT 06475