

A Certification Program for North Carolina Local Government Zoning Officials

The North Carolina Association of Zoning Officials is pleased to offer a program of voluntary certification for local government zoning officials. Its purposes are to:

- Serve the public of North Carolina and the management of local government
- Recognize achievement of an established level of competency and proficiency among zoning officials
- Promote the continuing professional development of zoning officials
- Enhance the stature of their work and their professional image

A person who meets the program's standards of experience, education, and examination will become a Certified Zoning Official (CZO).

Admission to all Institute schools and conferences is without regard to race, color, religion, sex, national origin, age, disability status, veteran status, or sexual orientation.

Eligibility for Certification

Only local government zoning officials are eligible for certification. For purposes of certification a zoning official is someone who is actively engaged in reviewing plans, interpreting the ordinance, making field inspections, preparing cases for the zoning board of adjustment, and enforcing the ordinance through administrative or judicial actions, or some combination of these activities. In addition, one must either be employed by a North Carolina city or county or must be designated

a zoning official according to an agreement with such a local government.

The Standards for Certification

Examination. In order for a candidate to be certified, the candidate must pass the certification examination. No person is eligible to sit for the certification examination until he or she has satisfied the certification requirements for experience and education.

Education. A candidate for certification must have completed satisfactorily the zoning certification course described in the next section and that course's prerequisites.

Experience. No person may sit for the zoning official certification examination unless that person has had at least two years' of experience as a zoning official.

The Educational Requirement

The zoning certification course is sponsored cooperatively by the North Carolina Association of Zoning Officials and the Institute of Government at The University of North Carolina at Chapel Hill. The course spans two weeks and is offered periodically by the Institute. In meeting the education requirement, however, a candidate may substitute a comparable course taken elsewhere for the certification course, with the approval of the Certification Committee.

In order to qualify for the zoning certification course, the candidate must either have at least five years of experience as a zoning official or have completed the week-long introductory zoning

course offered by the Institute of Government and have at least two years of experience as a zoning official. Part-time experience as a zoning official qualifies to the same extent as full-time experience. Comparable courses may also substitute for the introductory zoning course, if approved by the Certification Committee.

The Examination

The examination is given on last day of the zoning certification course. Anyone who fails the examination may take it again. Any candidate who fails the examination a second time must complete the certification course again before retaking the examination. A certificate will be awarded to each candidate who successfully passes the examination.

Administration of the Program

The certification program is administered by the Certification Committee, a standing committee of the North Carolina Association of Zoning Officials. The Institute of Government provides faculty and staff assistance to the committee, and certification records are housed at the Institute.

Further Information

If you have questions or wish further information about the zoning official certification program, please contact

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Sponsored by the
North Carolina Association of
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with assistance from the
Institute of Government