

**MAINE TOWN & CITY CLERKS' ASSOCIATION
 CERTIFIED CLERK OF MAINE
 APPLICATION FOR CERTIFICATION**
(Applicant must hold the office of Municipal Clerk, Deputy Clerk or Assistant Clerk)

Date Application Received at MMA: _____

Date: _____

Name: _____ Title: _____

Address: _____

E-mail Address: _____ Telephone No: _____

Fax No: _____

Date Oath of Office was taken: _____

Length of Service in Related Municipal Office: _____

How do you want to receive the certification test? U.S. Mail Email Fax

A total of 100 points are required for Certification

When a clerk, deputy clerk or assistant clerk obtains the status for certification (CCM), he or she must obtain the status for re-certification within 5 years from the date that the original certification was approved, or the certification status will expire.

All courses must have been taken within the last five-year period. All points used toward Certification must be earned following the oath of office to which the applicant was sworn as municipal clerk, deputy clerk or assistant clerk.

A. MANDATORY COURSES

The following courses are sponsored and/or presented by MTCCA. Each course has a value of **15 points** which may be applied toward certification.

ELECTIONS: Applicant is required to attend both workshops M.R.S.A. Title 21-A and Title 30-A.

MUNICIPAL LAW: Course covers laws of the State of Maine which pertain to municipalities.

VITAL STATISTICS: Course covers laws and procedures relating to vital statistics and the Department of Human Services.

Any of the mandatory courses taken a second time in not less than 2 or more than 5 years, may be used only once as an optional course for a 5 point credit.

Course Name	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
Elections - Title 21-A	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> 60 Point Requirement Met
Elections - Title 30-A	_____	_____	<input type="checkbox"/>	
Municipal Law	_____	_____	<input type="checkbox"/>	
Vital Statistics	_____	_____	<input type="checkbox"/>	
Total Points	_____	_____		

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B. OPTIONAL COURSES

Each optional course may only be used once toward certification points. No points will be allowed for courses with less than 6 hours of instruction. Each 6-hour course has a value of 5 points.

The following courses are sponsored and/or presented by MTCCA.

- Elections-Title 21-A and Title 30-A.
- Registrar Training.
- Parliamentary Procedure-Presented by a Parliamentarian. (Includes Robert's Rules).
- Vital Records.
- New Clerks-Course offers information relative to the duties and procedures of the Clerk's office.
- Licensing/Records Management-Course offers instruction on the Clerk's role in municipal licensing as well as managing the records in the Clerk's custody.
- Municipal Law.
- Networking Day-This one-day workshop/seminar concentrates on the continued education and professional development of the municipal clerk. Networking with other clerks is promoted. Topics vary.

Secretary of State's (SOS) Election Conference: This two-day event provides election officials with detailed, "how-to" instruction in all aspects of election administration. *Day One: 5 points Day Two: 5 points*

Any Related Course: Credit may be given to courses that are deemed acceptable by the Certification Committee. Said courses must meet the following minimum standards:

Curriculum offered by the course MUST relate specifically to the duties of a Municipal Clerk in general, AND course MUST include a minimum of 6 hours of course study. Home Study courses may qualify in addition to Adult Education and College. The following courses are acceptable but are limited to ONE in each category:

- *Secretarial Skills*
- *Report Writing*
- *Accounting*
- *Office Management*
- *Technology – including training for Word, Excel, Access, etc.*
- *Supervisory Skills*
- *MOSES*

UNACCEPTABLE COURSES: Optional course credits WILL NOT be allowed for courses that relate explicitly to other Municipal positions (e.g. tax collector, treasurer, CEO, general assistance, assessing, etc.).

Total number of points required in this category: 15
Total number of points allowed in this category: 35

Course Name	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	Maximum 35 points allowed
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
Total Points		_____		

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C. OPTIONAL POINTS

The following experiences will earn points toward certification. Points earned have no time limit. However, points may be used only one time. For example, points used for certification may not have been used for re-certification and lifetime.

Municipal Clerk: Value: 3 points per year Maximum allowed: 20 points
Deputy Clerk/Assistant Clerk: Value: 1 point per year Maximum allowed: 20 points
Related Municipal Office: Value: 1 point per year Maximum allowed: 5 points

Note: Points are awarded for the related municipal service only. For example, points for courses, etc. are not awarded until the applicant is a sworn municipal clerk, deputy or assistant clerk. Points are not awarded for positions held at the same time one is serving as the municipal clerk, deputy or assistant clerk.

Officer/Committee Member for MTCCA: Value: 1 point per year Maximum allowed: 5 points

Officer/Committee Member for County Association: Value: 1 point per year Maximum allowed: 5 points

Attendance at MTCCA Annual Meeting: Value: 2 points per year Maximum allowed: 10 points

Published Articles: Information MUST relate to Municipal Clerks' duties in general
 Value: 1 point per article Maximum allowed: 5 points

College Degree in Related Field (i.e. Public or Business Administration) 2-year degree: 10 points
 4-year degree: 10 points

IIMC Certification – CMC/MMCA or Graduate of Clerks' Institute Either one: 25 points
 Maximum allowed: 25 points

No points are allowed for yearly attendance to the Institute or for individual courses taken at the Institute. No points are allowed for serving as an Institute class officer. Points are allowed only upon completion of 3 years and certification of graduation.

Event	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
Municipal Clerk/Deputy Clerk/Assistant Clerk	_____	_____	<input type="checkbox"/>	Maximum 25 points allowed
Officer/Committee Member MTCCA	_____	_____	<input type="checkbox"/>	
Officer/Committee Member County Assn.	_____	_____	<input type="checkbox"/>	
Attendance at MTCCA Annual Meeting	_____	_____	<input type="checkbox"/>	
Articles Published (Enclosed copy)	_____	_____	Copy Attached <input type="checkbox"/>	
College Degree	_____	_____	<input type="checkbox"/>	
IIMC Certification	_____	_____	<input type="checkbox"/>	
Salve Regina Graduate	_____	_____	<input type="checkbox"/>	
Total Points		_____		

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- In order to receive certification, applicant must have held the position of Municipal Clerk, Deputy Clerk or Assistant Clerk for a minimum of two (2) years.
- All accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full before receiving Certification.
- This application **MUST** be accompanied by proof of points earned. Certificates **MUST** be attached and should be in the order in which they appear on the application.
- Please send copies, we cannot be responsible for the loss of original documents.

Filing deadline: *December 1st for February testing or June 1st for August testing*

PLEASE SEND TO: Joan Kiszely/MTCCA
 Maine Municipal Association
 60 Community Drive
 Augusta, ME 04330

Testing Information: Applications must be received by MMA on or before the deadlines listed above in order for an applicant to be eligible for testing. *No exceptions will be made to these deadlines.* Testing will be administered twice a year in the following manner:

- The first test will be administered on February 1st and the second test will be administered on August 1st.
- The test is an “open-book” exam that will be sent to each eligible applicant on either February 1st or August 1st in the manner chosen by the applicant on page 1 of this application.
- The applicant will have until the 16th of the month the test is sent to complete and return the test. ***It is the responsibility of the applicant to ensure that the test is received by MMA no later than the 16th.*** Any tests received after that date will be rejected and a new application will need to be submitted before the next deadline in order to retake the test.
- The applicant must score at least 85 on each of the three sections in order to pass. Additional guidelines are available through MMA.

<i>For Certification Committee Use Only</i>		<i>Has the applicant held the position of Clerk, Deputy Clerk or Assistant Clerk for at least two years?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Category	Points Allowed	
A. <u>Mandatory</u> Courses – 60 Points	_____	<i>Are all of applicant's accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association paid in full?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
B. Optional Courses – Maximum 35 Points	_____	
C. Optional Points – Maximum 25 Points	_____	
TOTAL POINTS (100 Required)	_____	
Has applicant met the requirements to receive the Certification Test? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Certification Committee approved applicant for testing: _____		
Test Score: _____ Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> Date: _____		
<i>Reason if disapproved:</i> _____		