

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

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Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Date Oath of Office was taken: \_\_\_\_\_ Date of Original Certification: \_\_\_\_\_

Date of Re-Certification: \_\_\_\_\_ *A copy of the Re-Certification Certificate  
 MUST accompany this application.*

**A total of 50 points are required to obtain Lifetime Certification**

*A Lifetime Certification application will not be considered in less than 3 years or more than 6 years from the date that the re-certification was approved or the certification status (CCM) will expire. Applicant must have 10 years of experience as a municipal clerk, deputy clerk or assistant clerk.*

All courses must have been taken within the last six-year period. All points used toward Lifetime Certification may not have been credited for Certification or Re-Certification. All points 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 lifetime certification.

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

*Either mandatory course taken a second time, in not less than 2 or more than 6 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"/> 30 Point Requirement Met
Elections-Title 30-A	_____	_____	<input type="checkbox"/>	
<b>Total Points</b>		_____		

**B. MANDATORY SERVICE**

The following mandatory service is required for lifetime certification. Points earned have no time limit. However, points may be used only one time. For example, points used for lifetime may not have been used for certification and re-certification.

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**Service to MTCCA:**

Applicant **MUST** have actively participated in **one** of the following:

1. Committee member of MTCCA for at least one year; or
2. Officer to MTCCA for at least one year; or
3. Acted as an Instructor for MTCCA for at least one class.

Value: 5 points each      Maximum allowed: 15 points

Service to MTCCA	Dates of Service	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> Mandatory Service Requirement Met
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
<b>Total Points</b>		_____		

**C. OPTIONAL COURSES/PROGRAMS**

Each optional course/program may only be used once toward lifetime certification points, unless otherwise noted. One-half day courses (at least 3 hours) will be awarded 3 points. Full day courses (6+ hours) will be awarded 5 points.

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

- Elections – Title 21-A and Title 30-A.
- Registrar Training.
- Parliamentary Procedure.
- Vital Records.
- New Clerks.
- Licensing/Records Management.
- Municipal Law.
- Networking Day.

**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. *Optional course points for SOS Election Conference may be used more than once for certification. 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 3 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.*

**A maximum of 15 points is allowed for this section.**

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**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.).

Course Name	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	Maximum 15 points allowed.
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
<b>Total Points</b>		_____		

**D. SERVICE**

Points will be allowed for actively participating as an Officer or Committee member for County Associations, IIMC, NEACTC and NEMCI.

Value: 1 point per year      Maximum allowed: 10 points

Name of Board or Committee	Dates of Service	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	Maximum 10 points allowed.
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
<b>Total Points</b>		_____		

**E. OPTIONAL POINTS**

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

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

**Attendance at NEACTC Annual Meeting:**      Value: 2 points per year      Maximum allowed: 6 points

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



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