

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

Date: _____

Name: _____ Title: _____

Address: _____

E-mail Address: _____ Telephone No: _____

Date Oath of Office was taken: _____ Date of Original Certification: _____

*A copy of the Original Certification Certificate **MUST** accompany this application. Attach proof of service as a municipal clerk (oath of office or written confirmation from municipal official).*

A total of 50 points are required to obtain Re-Certification

When a clerk, deputy clerk or assistant clerk obtains the status for re-certification (CCM), he or she must obtain the status for lifetime certification in no less than 3 years and no more than 6 years from the date that the re-certification was approved or the certification status (CCM) will expire. Applicant may reapply for re-certification if not eligible for lifetime.

All courses must have been taken within the last five-year period. All points used toward Re-Certification may not have been credited for 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 re-certification. At least 50% of these classes shall be in-person classes.

ELECTIONS: Applicant is required to attend a Title 30-A M.R.S.A. workshop as well as either a Title 21-A M.R.S.A. workshop OR the clerk portion of the Secretary of State's Election Conference.

Either mandatory course 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.

Total number of points required in this category = 30

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

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B. OPTIONAL COURSES

Each optional course may only be used once toward re-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. At least 50% of these classes shall be in-person classes.

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 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:

- Customer Service.
- Cash Management
- Accounting.
- Office Management.
- Technology-including training for Word, Excel, Access, etc..
- Supervisory Skills.
- MOSES.(Licensing & Registration – maximum of 5 points allowed)

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.).

Maximum number of points allowed in his category = 15

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

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Event	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
Municipal Clerk/Deputy Clerk/Assistant Clerk	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> Maximum 25 points allowed.
Attendance at MMA Convention	_____	_____	<input type="checkbox"/>	
Attendance at NEACTC Annual Meeting	_____	_____	<input type="checkbox"/>	
Articles Published	_____	_____	Copy Attached <input type="checkbox"/>	
College Degree	_____	_____	<input type="checkbox"/>	
IIMC Certification	_____	_____	<input type="checkbox"/>	
NEMCI Graduate	_____	_____	<input type="checkbox"/>	
Total Points	_____	_____		

All accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full before receiving Re-Certification.

This application MUST be accompanied by proof of points earned. Certificates MUST be attached and shall be in the order in which they appear on the application. Please send copies, we cannot be responsible for the loss of original documents.

***Disclaimer:** Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.*

Filing deadline: December 1st and June 1st.

PLEASE SEND TO: MTCCA Certification, Maine Municipal Association, 60 Community Drive, Augusta ME 04330

<i>For Certification Committee Use Only</i>		Are all of applicant's accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association paid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No
Category	Points Allowed	
A. <u>Mandatory</u> Courses-30 Points	_____	
B. Optional Courses – 15 Points Max.	_____	
C. Service – 5 Points Max.	_____	
D. Optional Points – 25 Points Max	_____	
TOTAL POINTS (50 Required)	_____	
Re-Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> Date: _____		
<i>Reason if disapproved:</i> _____		