

MTCCA Checklist for ORIGINAL CERTIFICATION

This document is not required for a complete Original Certification but can be used as a tool to assist in the accurate and full completion of the application.

- I have been Sworn in as a Municipal Clerk, Deputy Clerk, or Assistant Clerk, and my main job is working in the Clerk's Office.
- I have been Sworn in for a minimum of three full years from the application deadline (June 1st or December 1st-partial years do not count).
- I have attached my oaths for all the years I've been a Municipal Clerk, Deputy, or Assistant Clerk. This includes each time I have been Sworn in by a different Municipality, even if I'm not using it for points.
- I have attached a letter from Human Resources, Town Manager, or Municipal Officers, that lists all the years I have been in my position and what my duties assigned are. **This letter is required of all applicants, even if not seeking points for this.** It is also required from all municipalities worked for as a Municipal Clerk, Deputy/Assistant Clerk.
- I have been an active Member of the Maine Town and City Clerk's Association for at least the last two full years from the application deadline (June 1st or December 1st), and my dues are fully paid.
- All my classes have been taken within the last five-year period from the date of the application deadline (June 1st or December 1st).
- I have attached a certificate for each class. I understand that if I don't attach a certificate, the class will not count toward certification.
- I understand this is a five-page application and all my certificates and letters are in the order in which they appear on the application, and I understand if they are not in order, the application is considered incomplete and I will need to re-apply a second time, at another application deadline (June 1st or December 1st), with a complete application.
- I also understand that if I do not have a complete application, the classes I have used for this application may not be able to be used at the next application if they have expired.
- If my application is complete and I qualify for testing, I will receive my test via e-mail—December 1st application deadline, I will receive my test on February 1st, with a deadline of February 16th to return; June 1st application deadline, I will receive my test on July 21st with a deadline of August 7th to return. It is an open book test. I must receive an 85 in each of the three sections (General, Vitals and Elections). If I fail any section, I will be given an opportunity to retake that section. If I fail it a second time, I will have to wait until the next deadline.

FIRST PAGE

- Date:** The date I am sending in my complete application.
- Municipality:** The Town/City I am working for at the time of this application.
- Name:** My name as it appears on my membership to MTCCA.
- Title:** My title as City/Town Clerk, Deputy Clerk or Assistant Clerk
- Address:** Street address of my Municipal Office
- E-mail Address:** Important to have so MMA can e-mail me my test if my application is complete and qualifies.
- Tel. No:** Phone Number at which MMA/MTCCA can reach me.
- Fax No.** Fax Number. It is not a mandatory field.
- Date Oath of Office was taken:** This would be the first time I took an oath as a Town/City Clerk, Deputy/Assistant Clerk.
- Checkbox for Elected Clerk:** If I am elected as the Municipal Clerk, I must attach an oath from each election, even if I'm not using them for points.
- Checkbox for Appointed Clerk:** If I am an appointed as a Town/City Clerk or Deputy/Assistant Clerk, I must attach my initial oath, and a letter from my Human Resources, City/Town Manager, or Municipal Officers that lists the exact time of service and the duties you have been assigned, even if you aren't using them for points. If I'm a Deputy/Assistant Clerk, the Municipal Clerk can write the letter.
- Length of Service Sworn as Clerk, Deputy/or Assistant Clerk:** How many full years from the date of the application deadline (June 1st or December 1st) that I've been Sworn into my position?
- Testing Date:** If my application is considered complete and qualifies for testing, the testing dates is July 21st if I applied for the June 1st deadline, or February 1st if I applied at the December 1st deadline.

MANDATORY CLASSES, Page 2

- I have attended the following mandatory courses within the past five years from the date of the application deadline (June 1st or December 1st) and I have attached the certificates. Each of the four classes worth 15 points each.
- MTCCA Elections – Title 21-A: Taught by a MTCCA Instructor and Secretary of State’s staff.
(Attendance at the Secretary of State’s Election Conference does not count)
- MTCCA Elections – Title 30-A: Taught by an Instructor from the MTCCA and Legal from MMA
- MTCCA Municipal Law: Taught by an instructor from MTCCA and Legal from MMA
- MTCCA Vital Records : Taught by the MTCCA Instructors

OPTIONAL CLASSES, Page 2-3

- 50% of the classes I’m using for points were taught by the MTCCA.
- Any class I take outside the MTCCA will be reviewed by the MTCCA Certification Committee, and credit may be given to courses that are deemed accepted. I have provided Course Description and an explanation of how the course relates to my job duties, along with my certificate. Proof of course hours must be provided. Said courses must meet the following minimum standards: Curriculum MUST relate specifically to the duties of the Municipal Clerk in general, AND course MUST include a minimum of 6 hours of course study to be considered. Home study/online courses may qualify under Adult Education or College Category.
- I understand that optional course credits WILL NOT be allowed for courses that relate explicitly to other Municipal positions. For example, going to an HR conference, or Local Planning Board & Board of Appeals Workshop, would not qualify.
- I have filled out the optional Classes section B, and I have met the minimum 15 points and maximum 35 points, required.
 - Elections Title 21-A (MTCCA): If I have taken this course a second time since the Mandatory course, I can use this as an optional 5 point, but it must be taken a second time in not less than 2 or more than 5 full years from the application deadline.
 - Elections 30-A (MTCCA): If I have taken this course a second time since the Mandatory course, I can use this as an optional 5 point, but it must be taken a second time in not less than 2 or more than 5 full years from the application deadline.
 - Licensing (MTCCA): 5 Points

- Municipal Law (MTCCA): I have taken this course for the second time since the Mandatory course, and I am using this as an optional 5 points. This class was taken for the second time in not less than 2 or more than 5 full years from the application deadline.
- New Clerks (MTCCA): 5 Points
- Notary Public 101 (MTCCA): This is a half day class taught by MTCCA instructors, worth 3 points. If I am a Notary Public, that doesn't count on its' own. To receive points, I must attend this class, or the class below.
- Informed Notaries of Maine Notary Public class: This is a full day class, 5 points, taught by Informed Notaries of Maine. If I am a Notary Public, that doesn't count on its' own. To receive points, I must attend this class, or the class above.
- Parliamentary Procedures – Presented by a Parliamentarian: 5 points.
- Records Management – Taught by MTCCA: 5 points.
- Registrar Training – Taught by MTCCA: 5 points. (The Registrar training at the Secretary of State's Conference does not count).
- Vital Records (MTCCA): I have taken this course for a second time since the Mandatory course. I am using this as an optional 5 points, and it has been taken a second time in not less than 2 or more than 5 full years from the application deadline.
- Verbal Judo – Taught by the Maine Municipal Association: 3 points if the class is for three hours, and 5 points if the class is for six hours.
- Secretary of State's Election Conference – This is a two-day conference. If I attend both days, I can earn 10 points. If I only go one day, it is worth 5 points.
- Brown Bag Series (MTCCA): 1 point per session. These were started during COVID. It can be hosted by the Secretary of State's Office, Animal Welfare, DHHS Vital Records, and each brown bag will be worth 1 point, and I can take up to 5 brown bags to earn points on this application.
- Basic/or Governmental Accounting (MMTCTA): 5 points. There are only two classes taught by the Maine Municipal Tax Collectors' and Treasurers' Association that we accept for certification and this is one of them, and the one below.
- Cash Management (MMTCTA): 3 points. There are only two classes taught by the Maine Municipal Tax Collectors' and Treasurers' Association that we accept for certification and this is one of them, and the one above.
- Customer Service – This class may be taught by MMA, the MTCCA or a college course. I need to provide the certificate that shows how many hours the class was, and the details of what was taught in the class. 3 points if three hours up to 5.5 hours. If it is six hours or longer, it is 5 points.

Two-year College Degree in Related Field-Public/Business Administration

10 points for this Degree and may be obtained before being Sworn in as a Municipal Clerk or Deputy/Assistant Clerk. If the degree is not for Public or Business Administration, I have included a letter outlining the reasons this Degree pertains directly to my duty as a Municipal Clerk, or Deputy/Assistant Clerk.

Four-year College Degree in Related Field-Public/Business Administration

This Degree may be obtained before being Sworn in as a Municipal Clerk or Deputy/Assistant Clerk. If the degree is not for Public or Business Administration, I have included a letter outlining the reasons this Degree pertains directly to my duty as a Municipal Clerk, or Deputy/Assistant Clerk. If I'm getting points for a four-year degree, I cannot also get points for a two-year degree.

IIMC Certification

CMC- This is for becoming a Certified Municipal Clerk through the International Institute of Municipal Clerks.
5 points

IIMC Certification

MMC- This for becoming a Master Municipal Clerk through the International Institute of Municipal Clerks. **If I receive my MMC, I cannot also use my CMC for points.**
5 points

NEMCIA Institute Graduates

The Institute is a three-week course, a week each summer for three years. Once I graduate and get a certificate, I can use that for 20 points.

NEMCIA or Academy Certificate of course completion

If I graduated from NEMCIA and am attending the Academy, I can get 2 points for each day I attend or a maximum of 10 points per week, for a total of 20 points.