

**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 and be an ACTIVE member of the Maine Town & City Clerks' Association for at least one year and in good standing)

Date Application Received at MMA: _____

To receive Certified Clerk of Maine (CCM) status, the applicant must be sworn into office as a Clerk, Deputy Clerk or Assistant Clerk for a minimum of two (2) years, be an active member of the MTCCA for at least one (1) year in good standing and submit a complete application with all necessary documentation attached in the order it appears on application. Once an application has been approved, a certification exam will be given to test basic knowledge in the Clerk profession. Exams are sent via email and may be completed via open book or utilizing resources.

All courses must have been taken within the last five (5) year period from the date of the application deadline (June 1st or December 1st). All points used for certification must have been earned after the first oath of office was administered to the applicant for the duties of Municipal Clerk, Deputy Clerk or Assistant Clerk. No exceptions will be allowed. **A total of 100 points is required for certification.** Below are some guidelines to prepare a complete application for consideration:

- In order to receive certification, all accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full before a test will be issued and receiving final Certification.
- An application MUST be accompanied by proof of points earned and proper documentation.
- **Certificates MUST be attached and shall be in the order in which they appear on the application. Applications which are not in order or missing documentation shall be considered incomplete and will be denied as such, until the applicant submits a completed application a second time.**
- Please send copies, MTCCA cannot be responsible to return or for the loss of original documents.

Filing deadline: December 1st for February testing or June 1st for July testing

PLEASE SUBMIT APPLICATIONS & SUPPORTING DOCUMENTS BY MAIL, FAX OR EMAIL:

MAIL: MTCCA Certification, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330.

EMAIL: Training@memun.org. **FAX:** (207) 624-0128

Date:	Municipality:
Name:	Title:
Address:	
E-mail Address:	Tel. No.
Fax No:	Date Oath of Office was taken:
<input type="checkbox"/> Elected Clerk <i>(Must Attach oath from each election)</i>	<input type="checkbox"/> Appointed Clerk <i>(Attach initial oath & letter from Municipal office stating time of service & duties assigned)</i>
Length of Service sworn as Clerk, Deputy /or Assistant Clerk:	TESTING DATE – PLEASE CHOOSE ONE: <input type="checkbox"/> February 1st <input type="checkbox"/> July 21st

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A. MANDATORY COURSES – MUST OBTAIN 60 POINTS

The following courses are sponsored and/or presented by MTCCA. Each course has a value of **15 points** which may be applied toward certification. At least 50% of these classes shall be in-person classes.

Any of the mandatory courses taken a second time in not less than 2 or more than 5 years from the date of the application deadline (June 1st or December 1st) may be used only once as an optional course for a 5-point credit.

Course Name	Date Attended	Proof of Attendance Attached	Expected Points	Verified
MTCCA Elections - Title 21-A			15	
MTCCA Elections - Title 30-A			15	
MTCCA Municipal Law			15	
MTCCA Vital Records			15	
TOTAL POINTS FOR A. MANDATORY COURSES			60	

B. OPTIONAL CLASSES

Each optional course may only be used once toward certification points. **One half-day courses which are at least 3 hours will be awarded 3 points. Full-day courses of at least 6 hours will be awarded 5 points.** At least 50% of these classes shall be in-person classes. 50% of the optional courses must be presented by MTCCA or MMA to meet minimum points needed.

Any other Related Course not sponsored by MTCCA or MMA: Credit may be given to courses that are deemed acceptable by the Certification Committee. Please provide a course description and explanation of how the course relates to your job duties along with your certificate. Proof of course hours must be provided. Said courses must meet the following minimum standards: Curriculum offered **MUST** relate specifically to the duties of a 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 the Adult Education and College category.

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.). The following courses are acceptable but are limited to **ONE** in each category:

Total number of points required in Optional B category: 15 minimum and maximum: 35

B. OPTIONAL CLASSES	Total Points Value	Date Attended	Proof of Attendance Attached	Expected Points	Verified
Elections-Title 21A - MTCCA	5				
Elections – Title 30A – MTCCA	5				
Licensing – MTCCA	5				
Municipal Law – MTCCA	5				
New Clerks – MTCCA	5				

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OPTIONAL CLASSES Cont.	Total Points Value	Date Attended	Proof of Attendance Attached	Expected Points	Verified
MTCCA Notary Public 101 -	3				
Informed Notaries of Maine Notary Public class – 5 points	5				
Parliamentary Procedure – Presented by a Parliamentarian	5				
Records Management – MTCCA	5				
Registrar Training – MTCCA	5				
Vital Records. – MTCCA	5				
Verbal Judo – MMA	3 / 5				
Secretary of State's (SOS) Election Conference: Day #1	5				
Secretary of State's (SOS) Election Conference: Day #2	5				
Basic /or Governmental Accounting – MMTCTA	5				
Cash Management – MMTCTA	3 / 5				
Customer Service	3 / 5				
Managing Freedom of Access Requests - MMA	3				
IF&W MOSES EDUCATION	3 / 5				
Office Management	3 / 5				
Supervisor – Leadership Skills	3 / 5				
Technology – Computer Classes	3 / 5				
TOTAL POINTS FOR B. OPTIONAL COURSES					
Classes listed for point credit may only be taken once per application.					

C. PROFESSIONAL / SERVICE CONTRIBUTIONS

The following experiences will earn points toward certification. Points earned have no time limit but may be used only one time and not applied twice. For example, points used for first-time certification may not be used again for re-certification and or lifetime. **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. Proof of municipal service is required and must be attached to this application, i.e. letter from municipal official on letterhead or copy of oaths of office. **Missing documentation will result in an incomplete application submission.** 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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PROFESSIONAL / SERVICE CONTRIBUTIONS	MAX Points Value	Dates of service or attended	Proof Attached	Expected Points	Verified
Municipal Clerk 3 points / year	20				
Deputy Clerk/Assistant Clerk 1 point / year	20				
Officer/Committee Member for MTCCA, NEACTC, NEMCIA 1 point / year	5				
Officer/Committee Member for County Association 1 point / year	5				
Attendance at MMA Convention 2 points / year	10				
Networking Day /or MTCCA Annual Meeting 5 points / year	10				
Two-year College Degree in Related Field – Public/Business Administration (Accepted prior to Oath of Office date)	10				
Four-year College Degree in Related Field – Public/Business Administration (Accepted prior to Oath of Office date)	10				
IIMC Certification – CMC	5				
IIMC Certification – MMC	5				
NEMCIA Institute Graduate	20				
NEMCIA or Academy Certificate of course completion 2 points per day; 10 points per week	20				
TOTAL POINTS FOR C. PROFESSIONAL / SERVICE CONTRIBUTIONS					
Maximum points allowed: 25					

Testing Information:

Completed applications must be received by MMA on or before the deadlines listed on the first page of the application for an applicant to be eligible for testing. *No exceptions will be made to these deadlines.* Testing will be administered twice a year.

Tests issued via email on February 1st	Due back by February 16th
Tests issued via email on July 21st	Due back by August 7th

The test is an “open-book” exam that will be sent via email to each eligible applicant on the date which was chosen by the applicant on page 1 of this application. **It is the responsibility of the applicant to ensure that the test is received by MMA by the deadline.** 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.**

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Additional guidelines are available through MMA. The approval date shall be the date certificates are issued.

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.

A QUICK TIP:

It is recommended that applicants keep a copy of each application and the supporting documentation each time they apply for certification. Keeping these files handy for future certification consideration will aid the applicant in not sending duplicate course work which will be denied by the committee.

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