

**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: \_\_\_\_\_ Municipality: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date Oath of Office was taken: \_\_\_\_\_ (Attach copy)

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**

*To receive Certified Clerk of Maine (CCM) status, you must be sworn into office as a clerk, deputy clerk or assistant clerk. Once your application has been approved, a certification exam will be given to test your basic knowledge in the Clerk profession. It is an open book test.*

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. At least 50% of these classes shall be in-person classes.

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

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

VITAL RECORDS: Course covers laws and procedures relating to vital records 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.*

**Total number of points required in this category: 60**

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

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**B. OPTIONAL COURSES**

Each optional course may only be used once toward certification points. 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-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.
- Notary Public (or Informed Notaries of Maine sponsored class)

**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:*

- Customer Service
- Cash Management
- Accounting
- Office Management
- Technology – including training for Word, Excel, Access, etc.
- Supervisory Skills
- MOSES (Licensing and/or Registration): Day 1: 3 points      Day Two: 3 points

**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"/>	
<b>Total Points</b>	_____	_____		

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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\*
- \*Proof of municipal service is required, i.e. letter from municipal official on letterhead or copy of oaths of office.**

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. Please attach proof of service.

- 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 MMA Convention:** Value: 2 points per year / Maximum allowed: 10 points
- Networking Day/MTCCA Annual Meeting:** Value: 5 points per year. / Maximum allowed: 10 points.

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

- College Degree in Related Field** 2-year degree: 5 points
- (i.e. Public or Business Administration) 4-year degree: 10 points

- IIMC Certification – CMC/MMC 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.*

- NEMCI&A** Value: 2 points per day; 10 points per week; Maximum allowed: 20 points

**Total number of points allowed in this category = 25**

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

**Proof of points shall be in the order in which they appear on this application.**

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***(Applicant must hold the office of Municipal Clerk, Deputy Clerk or Assistant Clerk)***

- 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. **Please attach a copy of your Oath of Office or written confirmation from your municipal manager/officers on municipal letterhead listing your years of service as a municipal clerk.**
- 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 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.

**Filing deadline:** December 1<sup>st</sup> for February testing or June 1<sup>st</sup> for July testing

**PLEASE SEND TO:** MTCCA Certification, 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 1<sup>st</sup> and the second test will be administered on July 21<sup>st</sup>.
- The test is an "open-book" exam that will be sent to each eligible applicant on either February 1<sup>st</sup> or July 21<sup>st</sup> in the manner chosen by the applicant on page 1 of this application.
- The applicant will have until February 16<sup>th</sup> or August 7<sup>th</sup> to complete and return the test. ***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. Additional guidelines are available through MMA.
- Approval date is 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.

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