

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

Date Application Received at MMA: _____

A Lifetime Certification application will not be considered in less than 3 years or more than 5 years from the date that the re-certification was issued at the Annual Networking Day. **Additionally, an Applicant must have a minimum of 10 years of experience as a Maine Municipal Clerk, Deputy Clerk or Assistant Clerk.** To apply for Lifetime Certification, an applicant must have reapplied for re-certification and been granted such award. If the re-certification expires, an applicant must resubmit for certification using the initial certification application and may not use any courses/points used on previous applications. A copy of each Certification certificate **MUST** accompany this application to be considered and a **total of 50 points as designated in each category are required to be considered.**

Mandatory & Optional course points used toward Re-Certification may not have been credited for a first-time Certification. 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) and following a sworn oath of office. **No exceptions will be allowed.** Below are some guidelines to prepare a complete application for consideration:

- In order to receive Lifetime Certification, all accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full.
- An application **MUST** be accompanied by proof of points earned and proper documentation.
- **Applicants receiving their initial certification prior to 2019 are exempt** from the requirement to complete the Professional/ Service requirement.
- **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.

PLEASE SUBMIT APPLICATIONS & SUPPORTING DOCUMENTS BY MAIL OR EMAIL:

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

EMAIL: Training@memun.org. **BE SURE TO APPLY USING THE MOST CURRENT APPLICATION**

FORM – Available at <https://www.mtcca.org/certification/>

Date:	Municipality:
Name:	Title:
Address City State Zip:	
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:	Original Certification Date: Recertification Date:

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A. MANDATORY COURSES – MUST OBTAIN 30 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.

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 / Obtained	Proof of Attendance Attached	Expected Points	Verified by Committee
Original Certification Date			n/a	
Re-Certification Date			n/a	
Professional / Service Contribution **Must have at least (3) points	<i>See page 4 for points – Mandatory beginning with 2019 initial applications...</i>			
MTCCA Elections - Title 21-A			15	
MTCCA Elections - Title 30-A			15	
TOTAL POINTS FOR A. MANDATORY COURSES			30	

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.** 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 points required in Optional B category: minimum 5 points and maximum allowed: 15 points

B. OPTIONAL CLASSES	Total Points Value	Date Attended	Proof of Attendance Attached	Expected Points	Verified by Committee
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 by Committee
Notary Public 101 – MTCCA	3				
Informed Notaries of Maine Notary Public class	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 Election Conference (5 points per day)	5/10				
Brown Bag Series – MTCCA (1 point per session)	5		<i>(refer to MMA record)</i>		
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				
IIMC or MTCCA Athenian Dialogue – <i>Must complete essay work</i>	3				
Office Management	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 Lifetime 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.. **Missing documentation will result in an incomplete application submission.** No points are allowed for yearly attendance to the Institute. Points are allowed upon completion of three years and a NEMCIA graduation certificate being granted. The committee will accept time spent serving within a Civic or Non-profit Organization **related to public service**, provided a letter is submitted and signed detailing the time served and contributions made to the organization. Time given will be .5 points / year.

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PROFESSIONAL / SERVICE CONTRIBUTIONS	MAX Points Value	Dates of service or attended	Proof Attached	Expected Points	Verified by Committee
**Officer/Committee Member for MTCCA, NEACTC, NEMCIA 1 point / year	5				
**Officer/Committee Member for County Association 1 point / year	5				
**Officer/Committee Member of a Civic or Non-Profit Organization – <i>Must include a letter from leadership detailing applicant's role within the structure or volunteer time.</i> ½ point / Year	2				
Municipal Clerk 3 points / year	20				
Deputy Clerk/Assistant Clerk 1 point / year	20				
Officer/Committee Member for MTCCA 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 1 point / year	5				
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 Academy Certificate 2 points per day; 10 points per week	20				
TOTAL POINTS FOR C. PROFESSIONAL / SERVICE CONTRIBUTIONS Minimum points required: 3 points Maximum points allowed: 5					
TOTAL POINTS FOR D. PROFESSIONAL / SERVICE CONTRIBUTIONS Minimum points required: 5 points Maximum points allowed: 25					

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Additional Information:

Completed applications must be received by MMA on or before the deadlines listed on the first page of the application for consideration. *No exceptions will be made to these deadlines.*

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