

**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)*

Date application received at MMA: \_\_\_\_\_

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Date Oath of Office was taken: \_\_\_\_\_ Date of Original Certification: \_\_\_\_\_

Current Re-Certification Date: \_\_\_\_\_ *A copy of the Re-Certification Certificate  
 MUST accompany this application.*

**A total of 50 points are required to obtain Lifetime Certification**

*A Lifetime Certification application will not be considered in less than 3 years or more than 6 years from the date that the re-certification was approved or the certification status (CCM) will expire. Applicant must have 10 years of experience as a municipal clerk, deputy clerk or assistant clerk. (Attach proof – Oath of Office for each year of service or written confirmation from municipal official.)*

All courses must have been taken within the last six-year period. All points used toward Lifetime Certification may not have been credited for Certification or Re-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 lifetime 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 6 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"/>	
<b>Total Points</b>	_____	_____		

**B. MANDATORY SERVICE**

The following mandatory service is required for lifetime certification. Points earned have no time limit. However, points may be used only one time. For example, points used for lifetime may not have been used for certification and re-certification.

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**Service to MTCCA:**

Applicant **MUST** have actively participated in **one** of the following:

1. Committee member of MTCCA for at least one year; or
2. Officer to MTCCA for at least one year; or
3. Acted as an Instructor for MTCCA for at least one class.

Value: 5 points each      Maximum allowed: 15 points

Service to MTCCA	Dates of Service	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____		_____ 5 Point Mandatory Service Requirement Met
_____	_____	_____		
_____	_____	_____		
<b>Total Points</b>			_____	

**C. OPTIONAL COURSES/PROGRAMS**

Each optional course/program may only be used once toward lifetime 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 (Presented by a Parliamentarian. Includes Roberts Rules.)
- Vital Records. (Optional course points may be used a second time in not less than 2 years or more than 5 years.)
- New Clerks.
- Licensing/Records Management.
- Municipal Law.

**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 may be used a second time in not less than 2 years or more than 5 years unless it was also taken as a Mandatory course for certification points (see Section A).* 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 3 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 2: 3 points).

**A maximum of 15 points is allowed for this section.**

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**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.).

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

**D. SERVICE**

Points will be allowed for actively participating as an Officer or Committee member for County Associations, IIMC, NEACTC and NEMCI.

Value: 1 point per year      Maximum allowed: 10 points

Name of Board or Committee	Dates of Service	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____		_____		Maximum 10 points allowed.
_____		_____		
_____		_____		
<b>Total Points</b>		_____		

**E. OPTIONAL POINTS**

The following experiences will earn points toward lifetime certification. Points earned have no time limit. However, points may be used only one time. For example, points used for lifetime may not have been used for certification and re-certification.

**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

**Attendance at NEACTC Annual Meeting:** Value: 2 points per year      Maximum allowed: 6 points

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

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Event	Date Attended	Points	Proof of Attendance Attached	For Certification Committee Use Only
Attendance at MMA Convention	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> Maximum 25 points allowed.
Attendance at Networking Day/ Annual Meeting	_____	_____	<input type="checkbox"/>	
Attendance at NEACTC Annual Meeting	_____	_____	<input type="checkbox"/>	
Articles Published (Enclosed copy)	_____	_____	Copy Attached <input type="checkbox"/>	
IIMC Certification	_____	_____	<input type="checkbox"/>	
NEMCI&A Graduate	_____	_____	<input type="checkbox"/>	
<b>Total Points</b>	_____	_____		

**All accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full before receiving Lifetime 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 1<sup>st</sup> and June 1<sup>st</sup> annually.**

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

- Approval date is the date certificates are issued.

<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. <u>Mandatory</u> Service – 5 Points	_____	
C. Optional Courses/Programs – Max. 15 Points	_____	
D. Service – Max. 10 Points	_____	
E. Optional Points – Max. 25 points	_____	
<b>TOTAL POINTS (50 Required)</b>	_____	
<b>Lifetime Certification</b> <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> <b>Date:</b> _____		
Reason if disapproved: _____		