

## 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 1<sup>st</sup> or December 1<sup>st</sup>-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, the 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 1<sup>st</sup> or December 1<sup>st</sup>), 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 1<sup>st</sup> or December 1<sup>st</sup>).
- 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 1<sup>st</sup> or December 1<sup>st</sup>), 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 1<sup>st</sup> application deadline, I will receive my test on February 1<sup>st</sup>, with a deadline of February 16th to return; June 1<sup>st</sup> application deadline, I will receive my test on July 21<sup>st</sup> with a deadline of August 7<sup>th</sup> 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 need to resubmit a full application at the next deadline and take the test again.

## 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 email me to confirm they have received the correct application version.
- 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 1<sup>st</sup> or December 1<sup>st</sup>) that I've been Sworn into my position?
- Testing Date:** If my application is considered complete and qualifies for testing, the testing date is July 21<sup>st</sup> if I applied for the June 1<sup>st</sup> deadline, or February 1<sup>st</sup> if I applied at the December 1<sup>st</sup> 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 1<sup>st</sup> or December 1<sup>st</sup>) 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 a 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.
- 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 points, but it must be taken at least 22 months or more from the mandatory course.
  - 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 points, but it must be taken at least 2 full years from the mandatory course.
  - 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, but it must be taken at least 2 full years from the mandatory course.

- 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, but it must be taken at least 2 full years from the mandatory course.
- 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.
- Accounting 101 for Governments OR Governmental Accounting (MMTCTA): 5 points. There are only three classes taught by the Maine Municipal Tax Collectors' and Treasurers' Association that we accept for certification, one of these and the one below.
- Cash Management (MMTCTA): 5 points. There are only three classes taught by the Maine Municipal Tax Collectors' and Treasurers' Association that we accept for certification, this one and one of the two above.
- Managing Freedom of Access Requests – Taught by MMA, ½ day class, 3 points. I do not get points for reviewing the FAQ's online or being the liaison for my municipality.
- IF & W Moses Education: If I take just the licensing class, it will be 3 points, but if I take the Licensing and Registration, I will get 5 points, even if they are taught together on the same day.
- IIMC or MTCCA Athenian Dialogue – 3 points. I MUST complete and include the essay and certificate for this class.

- 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. I have also not taken credit for Office Management, Supervisor – Leadership Skills, or Technology – Computer Classes.
- Office Management – May be taught by MMA, 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. I have also not taken credit for Customer Service, Supervisor – Leadership Skills, or Technology – Computer Classes.
- Supervisor – Leadership Skills - May be taught by MMA, 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. I have also not taken credit for Customer Service, Office Management, or Technology – Computer Classes.
- Technology – Computer Classes - May be taught by MMA, 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. I have also not taken credit for Customer Service, Office Management, or Supervisor – Leadership Skills.

**PROFESSIONAL/SERVICE CONTRIBUTIONS, SECTION C, PAGE 3**

- Municipal Clerk    3 points per full year from date of application deadline (June 1<sup>st</sup> or December 1<sup>st</sup>). Partial years are not counted. The maximum points allowed are 20.
- Deputy Clerk/Assistant Clerk                            1 point per full year from date of application deadline (June 1<sup>st</sup> or December 1<sup>st</sup>). Partial years are not counted. The maximum points allowed are 20.
- Officer/Committee Member for  
MTCCA, NEACTC, NEMCIA                                    1 point per year, maximum 5 years. This category is for being an officer (President, VP, Secretary or Treasurer) or serving on a committee. Points for being a member of an association do not count.
- Attendance at MMA Convention                            2 points per year, maximum of 10 points. If I attend for one day or two, it is still 2 points per year.

Networking Day/or MTCCA  
Annual Meeting

5 points for each year I attend, maximum of 10 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.