

**MAINE TOWN & CITY CLERKS' ASSOCIATION
 CERTIFIED CLERK OF MAINE
 APPLICATION FOR RE-CERTIFICATION**
*(Applicant must hold the office of Municipal Clerk, Deputy Clerk or Assistant Clerk
 for at least two years)*

Date application received at MMA: _____

Date: _____ Municipality: _____

Name: _____ Title: _____

Address: _____

E-mail Address: _____ Telephone No: _____

Date Oath of Office was taken: _____ Date of Current Certification: _____

*A copy of the most recent Certification Certificate **MUST** accompany this application. Attach proof of service as a municipal clerk (oath of office or written confirmation from municipal official).*

A total of 50 points are required to obtain Re-Certification

When a clerk, deputy clerk or assistant clerk obtains the status for certification (CCM), he or she must obtain the status for re-certification within 5 years from the date that certification was approved or the certification status (CCM) will expire. Applicant may reapply for re-certification if not eligible for lifetime certification.

All courses must have been taken within the last five-year period. All points used toward Re-Certification may not have been credited for 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 re-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 5 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"/>	
Total Points	_____	_____		

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B. OPTIONAL COURSES

Each optional course may only be used once toward re-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 Robert 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 (Course covers procedure for recording documents, methods of good records management and the importance of certain records. Also covers Rules of Disposition of Municipal Records)
- 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 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 2: 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.).

Maximum number of points allowed in his category = 15

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

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C. SERVICE

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

Value: 1 point per year Maximum allowed: 5 points

Name of Board or Committee	Dates of Service	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____		_____		Maximum 5 points allowed.
_____		_____		
_____		_____		
Total Points		_____		

D. OPTIONAL POINTS

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

- 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.

- 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

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

IIMC Certification – CMC/MMCA 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	<i>For Certification Committee Use Only</i>
Municipal Clerk/Deputy Clerk/Assistant Clerk	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> Maximum 25 points allowed.
Attendance at MMA Convention	_____	_____	<input type="checkbox"/>	
Attendance at Networking Day/Annual Meeting	_____	_____	<input type="checkbox"/>	
Attendance at NEACTC Annual Meeting	_____	_____	<input type="checkbox"/>	
Articles Published	_____	_____	Copy Attached <input type="checkbox"/>	
College Degree	_____	_____	<input type="checkbox"/>	
IIMC Certification	_____	_____	<input type="checkbox"/>	
NEMCI&A Graduate	_____	_____	<input type="checkbox"/>	
Total Points	_____	_____		

All accounts with MTCCA and MMA must be paid in full before receiving Re-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 1st and June 1st.

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>		<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</i>
Category	Points Allowed	
A. <u>Mandatory</u> Courses-30 Points	_____	
B. Optional Courses – 15 Points Max.	_____	
C. Service – 5 Points Max.	_____	
D. Optional Points – 25 Points Max	_____	
TOTAL POINTS (50 Required)	_____	
Re-Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> Date: _____		
<i>Reason if disapproved:</i> _____		