

# Maine Town & City Clerks' Association

## Certification Testing Guidelines

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The Certification Committee shall follow these guidelines for testing applicants that are applying for first time certification. These guidelines will go into effect on December 1, 2005 (and as revised on January 15, 2008/Revised April 2024).

It will be the responsibility of the Certification Committee to review the test each year to update it with any law or procedural changes.

The Certification Chair shall act as the Test Administrator. It will be the responsibility of the Certification Chair to correct the test and report test results to the committee and to MMA staff.

Maine Municipal Association shall make the test available to applicants by e-mail on February 1<sup>st</sup> and July 21<sup>st</sup>. The test will not be made available any other time of the year.

Testing will be done twice a year. The following deadlines and processes must be followed, without exception:

- Testing will be done in February and July. Tests will only be received by email or paper copy, mailed by the due date.
- The deadline for submitting an application for February testing is December 1<sup>st</sup>. The Certification Committee shall meet between December 2<sup>nd</sup> and January 31<sup>st</sup> to determine which applicants are eligible for testing. The test will be sent out on February 1<sup>st</sup> and must be received back by Maine Municipal Association no later than February 16<sup>th</sup>.
- The deadline for submitting an application for July testing is June 1<sup>st</sup>. The Certification Committee shall meet between June 2<sup>nd</sup> and July 15<sup>th</sup> to determine which applicants are eligible for testing. The test will be sent out on July 21<sup>st</sup> and must be received back by Maine Municipal Association no later than August 7<sup>th</sup>.
- It is the responsibility of the applicant to ensure that their application and subsequent test are received at MMA by the deadlines.
- All completed tests will be forwarded to the Test Administrator upon receipt.
- The test will be divided into three sections: General Duties, Vitals, and Elections. In addition, there will be 5-6 bonus questions on Parliamentary Procedures which will be applied to the lowest scoring section(s).
- A person is required to get at least an 85 on each section to pass the test.
- If an applicant fails the test or does not return the test, his or her application for certification will be denied.
- Approval date is the date certificates are issued, which is Networking Day of each year.
- Upon successful completion of the test, the applicant will be mailed a letter of approval by MMA. Certificates are distributed on Networking Day.
- Approved applicants will be informed to attend Networking Day to receive their certificate. Otherwise, it will be mailed out after Networking Day.