

Maine Town & City Clerks' Association

Certification Testing Guidelines

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.

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 appoint a Test Administrator. It will be the responsibility of the Test Administrator to correct the test and report test results to the committee.

Maine Municipal Association shall make the test available to applicants e-mail on February 1st and July 21st. 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/August. Tests will only be received by email or fax.
- The deadline for submitting an application for February testing is December 1st. The Certification Committee shall meet between December 2nd and January 31st to determine which applicants are eligible for testing. The test will be sent out on February 1st and must be received back by Maine Municipal Association no later than February 16th.
- The deadline for submitting an application for July/August testing is June 1st. The Certification Committee shall meet between June 2nd and July 15th to determine which applicants are eligible for testing. The test will be sent out on July 21st and must be received back by Maine Municipal Association no later than August 7th.
- It is the responsibility of the applicant to ensure that their application and subsequent test are received by 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 in order to pass the test. If they get the appropriate score on all three sections they pass. Any section they fail to get the 85 or higher, they will be retested on that section. If they fail any section on the retest, they must take the whole test again at the next full testing period.
- The schedule for retesting will be as follows: for the February test, the retest for individual sections will be March 15 – March 25; and for the July/August test, it will be August 15th – August 22nd. If the person fails the retest, at they will need to take the entire test again at the next regularly schedule test period.
- 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
- Upon successful completion of the test, the applicant will be mailed a letter of approval by MMA. Certificates are distributed at Networking Day.
- Approved applicants will be instructed to attend networking day to receive their certificate. Otherwise, it will be mailed out after Networking Day.