

**MAINE TOWN & CITY CLERKS' ASSOCIATION  
LIFETIME CERTIFICATION GUIDELINES**

**APPLICANT MUST PRESENT A CERTIFICATE FOR EACH COURSE**

**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. Points must be used within 6 years from date acquired.

**ELECTIONS:** Applicant is required to attend both workshops, M.R.S.A. Title 21-A and Title 30-A. 15 points awarded per workshop.

*\*\*EITHER MANDATORY COURSE TAKEN A SECOND TIME IN NOT LESS THAN 2 NOR MORE THAN 6 YEARS MAY BE USED ONLY ONCE AS AN OPTIONAL COURSE FOR 5 POINT CREDIT.*

**B. MANDATORY SERVICE**

The following mandatory service is required for lifetime certification. Such points earned have no time limit. However, said points may be used only one time. (E.g. points used for lifetime may not have been used for certification and re-certification.)

**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  
Maximum allowed: 15 points

**C. OPTIONAL COURSES/PROGRAMS**

The following courses are sponsored and/or presented by MTCCA. Points must be used within 6 years from date acquired. One-half day courses (3-5) hours will be awarded 3 points. Full day courses (5+ hours) will be awarded 5 points. Unless otherwise noted, optional courses may be used only once toward lifetime certification.

**ELECTION/VITAL STATISTICS/MUNICIPAL LAW**

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**PARLIAMENTARY PROCEDURES:** Presented by a Parliamentarian. Includes Roberts Rules.

**NETWORKING DAY:** This one day workshop/seminar concentrates on the continued education and professional development of the municipal clerk. Networking with other clerks is promoted. Topics vary. *Optional course points for Networking Day may be used more than once for certification.*

**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 for SOS Election Conference may be used more than once for certification. Day One: 5 points Day Two: 5 points*

Maximum allowed: 15 points

**ANY RELATED COURSE:** Credit may be given to courses, which 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. (Courses such as Secretarial Skills, Report Writing & Accounting are acceptable, **BUT ARE LIMITED TO ONE IN EACH CATEGORY**).

**PROFESSIONAL PROGRAMS:** Any program designed to provide an opportunity to enhance professional development, (e.g.: Public Speaking, Public Relations, Media Relations, Communication Skills, Supervisory Skills, Passport Training...)

Maximum allowed: 15 points

**D. SERVICE**

**SERVICE:** Actively participated as an Officer or Committee member for County Association/IIMC/NEACTC/Institute Board.

Value: 1 point per year

Maximum allowed: 10 points

**E. OPTIONAL POINTS**

The following experiences will earn points toward lifetime certification. Such points earned have no time limit. However, said points may be used only one time. (E.g. points used for lifetime may not have been used for certification and re-certification.)

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**ATTENDANCE AT MTCCA ANNUAL MEETING:** Value: 2 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/MMCA or  
GRADUATE OF CLERKS' INSTITUTE**                      Either one: 25 points  
Maximum allowed: 25 points

*(No points allowed for yearly attendance or for individual courses taken at the Institute. No points allowed for serving as an Institute class officer. Points allowed only upon completion of 3 years and certificate of graduation.)*

**F. ADDITIONAL REQUIREMENTS**

Lifetime certification applications will not be considered in no less than 3 years, and no more than 6 years from the date which the original re-certification was approved, or the certification status (CCM) will expire. Applicant must have 10 years experience as a municipal clerk/deputy clerk/assistant clerk.

All accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full before receiving certification.