

**MAINE TOWN & CITY CLERKS' ASSOCIATION
RE-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 towards certification. Points must be used within 5 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.

Required: 30 points

Maximum allowed: 30 points

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

B. OPTIONAL COURSES

The following courses are sponsored and/or presented by MTCCA. Points must be used within 5 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 re-certification.

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*

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C. OPTIONAL POINTS

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

MUNICIPAL CLERK: 3 points per year
Maximum allowed: 20 points

DEPUTY CLERK/ASSISTANT CLERK: 1 point per year
Maximum allowed: 20 points

RELATED MUNICIPAL OFFICE: 1 point per year
Maximum allowed: 5 points

(Note: Points are awarded for the related municipal service only e.g. points for courses etc. are not awarded until the applicant is a sworn municipal clerk/deputy/assistant. Points are not awarded for positions held while serving as municipal clerk/deputy/assistant.)

OFFICER/COMMITTEE MEMBER FOR MTCCA: 1 Point per year
Maximum allowed: 5 points

OFFICER/COMMITTEE MEMBER FOR COUNTY ASSOCIATION: 1 Point per year
Maximum allowed: 5 points

ATTENDANCE AT MTCCA ANNUAL MEETING: 2 points per year
Maximum allowed: 10 points

PUBLISHED ARTICLES: Value: 1 point per article
(Information MUST relate to Municipal Clerks' duties in general)
Maximum allowed: 5 points

COLLEGE DEGREE IN RELATED FIELD (i.e.: Public or Business Administration)	2 year degree:	10 points
	4 year degree:	10 points

IIMC CERTIFICATION (CMC) 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.)

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Various courses relating to the Clerk's position may be offered by MTCCA, MMA, or other municipal associations. The following courses will be accepted for certification credit:

RECORDING & 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.

OFFICE PROCEDURES: Course covers accepted standards for general office practices.

PUBLIC RELATIONS: Course presents methods of dealing with situations that arise in public service.

ANY RELATED COURSE: Credit may be given to courses which are deemed accepted 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 at least 6 hours of study. Home Study courses may qualify in addition to Adult Education and College. (Courses such as computer word processing, secretarial skills, report writing and accounting are acceptable, **BUT ARE LIMITED TO ONE IN EACH CATEGORY.**)

D. ADDITIONAL REQUIREMENTS

In order to receive certification, applicant must have held the position of Municipal Clerk, Deputy Clerk or Assistant Clerk for a minimum of two (2) years.

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