



## Maine Town & City Clerks' Association

# DVD Training

### Attention: County Municipal Clerk Associations

The Maine Town & City Clerks' Association (MTCCA) is pleased to announce Video Training! We are excited to be able to offer alternative arrangements to our members for attending the workshops that have been developed by the Maine Town & City Clerks' Association.

**At this time, we are offering the following classes on DVD:**

- Records Management
- Notary Public

Each of these trainings takes approximately 3-5 hours to complete. There will be no charge to your County Association for this program in exchange for feedback on the DVD Training. However, if an attendee would like to receive certification credits for this class, a \$20 fee will be charged to the attendee.

This training is available to only County Municipal Clerk Associations. If your county does not have a County Municipal Clerk Association, please contact Kathy Jones, Clerk, City of Portland at [klj@portlandmaine.gov](mailto:klj@portlandmaine.gov) or (207) 874-8677.

For more information about this program, please contact the MTCCA at 1-800-452-8786 or Augusta area: (207) 623-8428.

