



COURSE CATALOG

— 2018 —

Maine Town & City Clerks' Association

60 Community Drive, Augusta, Maine 04330

1-800-452-8786 • 207-623-8428

www.mtcca.org

About MTCCA

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

Policies

The Maine Town & City Clerks' Association is pleased to announce available training offerings for 2018. **Please note:** This catalog is a living document and is updated frequently. Please visit our website at www.mtcca.org to download the most recent version of this catalog.

In this catalog, you will find:

- ✓ **2018 At-a-Glance Calendar** – A quick listing of courses offered in 2018 organized by date, name and location.
- ✓ **Catalog of Available Courses** – A summary description of each course sorted alphabetically by course name.
- ✓ **Registration Information/Scholarship Applications** – registration forms for registering for courses and scholarship applications.

Course Information: All event information can be found at www.mtcca.org where course listings, brochures and directions to venues are provided. Just click on the "Training" tab from the home page.

Registration: Register online at www.mtcca.org (or <https://memun.org/Training-Resources/Workshops-Training>) or complete the registration form in this booklet and send by email (wsreg@memun.org), by fax (207-624-0128) or by mail (60 Community Drive, Augusta, ME 04330). Payment is not required at time of registration. Registrations by phone are not accepted.

Questions: If you would like more information, please call the MTCCA office at MMA at 1-800-452-8786.

Cancellation Policy: Cancellation notification must be given in writing at least 3 business days before the session begins. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$15 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Storm Policy: If there is inclement weather, a decision to postpone will be made the day prior to the event and this information will be posted on the MTCCA website at www.mtcca.org, the MMA website at www.memun.org and the MMA Training Hotline at (207) 624-0117 after 5pm. **We encourage ALL event participants to check the websites or hotline before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.**

ADA Message: In order to ensure your complete participation in any of our events, we would appreciate your informing us prior to the event of any special requirements you may have due to a disability.

Disclaimer: Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

Facilities: The MTCCA recommends that attendees bring a light sweater or jacket to all events as it is difficult to regulate room temperature for each attendee.

Members: Please be sure to wear your MTCCA badge to each event.

Fragrance Free: The Maine Town & City Clerks' Association strives to ensure the comfort and safety of participants in this event by encouraging a fragrance-free environment. Please note that this is a voluntary request, and the MTCCA is not liable in the event that the environment is not fragrance free. We appreciate everyone's cooperation in making our events enjoyable for all.

Membership: Interested in joining MTCCA for only \$25.00/yr? Visit our website at www.mtcca.org or call 1-800-452-8786 for membership information and application.

Certification: All courses offered by MTCCA are valid for its certification program. See the course brochure or the catalog of available courses for specific certification information. Certification applications and criteria can be downloaded from www.mtcca.org. Participants must be present for the full day to receive a certificate of completion for the course. Any member whose certification expires must attain their original certification again.

Scholarships: The MTCCA has scholarship funds available for MTCCA sponsored courses. For more information, refer to the scholarship information included in this catalog or visit our website at www.mtcca.org.

Contact Information:

MTCCA Website: www.mtcca.org **MTCCA Mailing Address:** MTCCA, 60 Community Drive, Augusta, ME 04330

MTCCA Phone: 1-800-452-8786 or (207) 623-8428 **Maine Municipal Association:** 1-800-452-8786 or Local: (207) 623-8428

MTCCA Affiliate Liaison: Alicia Gaudet, MTCCA Affiliate Liaison, 1-800-452-8786, ext. 2304 email: agaudet@memun.org

MTCCA Office Staff: Melissa White, Office Coordinator, 1-800-452-8786, ext. 2299 email: mwhite@memun.org

At-a-Glance Calendar

Date:	Course Name:	Location:
February 6	Town Meeting & Local Election Law (Title 30A)	Caribou – Caribou Inn & Convention Center
February 28	Town Meeting & Local Election Law (Title 30A)	Augusta – Maine Municipal Association
March 8	Records Management	Waterville – Elks Banquet & Conference Center
March 28	New Clerks	Augusta – Maine Municipal Association
April 10	Vital Records	Portland – Fireside Inn & Suites
May 15	Licensing	Augusta – Maine Municipal Association
June 27	Municipal Law for Clerks	Augusta – Maine Municipal Association
June 27	Municipal Law for Clerks - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	Caribou – No. Maine Development Commission
July 25	New Clerks	Bangor – Spectacular Event Center
August 23	Vital Records	Augusta – Maine Municipal Association
August 23	Vital Records - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	Machias – Machias Career Center
September 5	Voter Registration	Portland – Fireside Inn & Suites
September 6	State Election Law (Title 21-A)	Portland – Fireside Inn & Suites
September 11	23 rd Networking Day & Annual Business Meeting	Waterville – Elks Banquet & Conference Center
October 16	Voter Registration	Bangor – Spectacular Event Center
October 17	State Election Law (Title 21-A)	Bangor – Spectacular Event Center

Distance Learning Training Opportunities

We are pleased to offer alternative arrangements for attending the workshops that have been developed by the Maine Town & City Clerks' Association.

Online Training:

At this time, we are offering the following courses in an online “view at your own pace” format:

- ✓ New Clerks
- ✓ Title 30A
- ✓ Vital Records
- ✓ Municipal Law

Upon registration an ID and password will be issued which will provide access to the training for a set amount of days. You can use it as often as you like during this time. Please visit the MTCCA's Website: www.mtcca.org to learn more about this online training. The cost is \$60 for MTCCA members and \$80 for non-members. We will invoice once registration is acknowledged.

DVD Training – available to County Clerks' Associations Only:

At this time, we are offering the following courses to County Clerks' Associations on DVD:

- ✓ Notary Public
- ✓ Records Management

Each of these courses takes approximately 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. If your county does not have a County Municipal Clerk Association, please contact Kathy Jones, Clerk, City of Portland at klj@portlandmaine.gov or (207) 874-8677. For more information about this program, please contact the MTCCA at 1-800-452-8786 or (207) 623-8428.

LIVE, Interactive Video Conference Training – 2018 Dates:

These are LIVE, INTERACTIVE classes that are taught from the MMA training center in Augusta and video conferenced to secondary locations around the State. Participants will be able to fully participate, ask questions and hear other participants remotely using Polycom video technology.

The following courses are available by video conference for 2018:

Date:	Course Name:	Location:
June 27	Municipal Law for Clerks	Caribou – Northern Maine Development Commission
August 23	Vital Records	Machias – Machias Career Center

Course Descriptions

LICENSING – This full-day course covers dog licensing topics such as fees, the warrant, late fines, monthly reports, rabies clinics, wolf-hybrids, and other issues. Hunting and fishing license topics such as fees, requirements for obtaining a license, service licenses, monthly reports, and update on status of MOSES. Business licensing topics such as liquor licenses, special amusement permits, sole proprietor D/B/A, and other local licenses that all municipalities are required to provide by state statute will be reviewed. This program is an optional course for the Maine Town & City Clerks' Association's certification program.

MUNICIPAL LAW FOR CLERKS – This full-day course will strengthen clerks' knowledge of major subject areas. For veteran clerks it will provide a refresher on the basics as well as some in-depth discussion of the office of clerk, its duties, obligations, administration and FOIA. Both new and veteran clerks will gain insights from an examination of statutory changes and modifications to state agency rules that affect the office of clerk. This program is a mandatory course for the Maine Town & City Clerks' Association's certification program.

NETWORKING DAY/MTCCA ANNUAL MEETING – This full-day special event is held annually and is filled with education, networking and activities. Topics and activities change from year to year, but it is always a perfect opportunity for municipal clerks to learn new things and network with other clerks throughout the state. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

NEW CLERKS – This full-day course is designed to familiarize newly elected and appointed municipal clerks with their duties and responsibilities. Attendees are given an introduction to: Dog Licensing, Hunting & Fishing Licenses, Processing Birth, Marriage and Death Certificates, Election Procedures, Meeting Preparation, Public Hearings and Administering Oaths of Office, Managing Boards and Committees Appointments, and Required Reporting Procedures. This course is an optional course for the Maine Town & City Clerks' Association Certification Program.

PARLIAMENTARY PROCEDURES – This full-day course is offered by MMA. Running effective meetings is crucial, but what are the rules? How can meeting chairs conduct meetings that are effective, time-efficient and yet allow people with both majority and minority points of view to offer observations and participate? This session will offer expert techniques; attendees will gain skills that can serve them for life. This program is an optional course for the Maine Town & City Clerks' Association Certification Program. To register for this workshop, please visit MMA's website: www.memun.org.

RECORDS MANAGEMENT – This full-day workshop will review record keeping requirements pertaining to records that are overseen and managed by municipal clerks on a daily, monthly and annual basis. Instructors will review the Maine Local Government Records Retention Schedule and the State's Right to Know law, and will provide preservation tips and information regarding Disaster Planning and Business Recovery Plans. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

STATE ELECTION LAW – TITLE 21-A – This full-day course is beneficial to municipal clerks who need to understand all aspects of administering state and federal elections on the municipal level. Topics include: Duties of the Election Official, Preparing for Election Day, Legal Requirements, Absentee Voting, Polling Place Layout, Election Day Duties, Accessible Voting, and Tabulating Results. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

TOWN MEETING & ELECTIONS (TITLE 30-A) – This full-day course is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of town meeting and election procedures. Selectpersons and moderators can also benefit from this class. Topics include: Warrants and Petitions, Secret Ballot, Meeting Preparation, Moderator's Role and Open Town Meeting. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

VERBAL JUDO – This special offering is a full-day course presented by MMA. If you work with the public and you ever find yourself in conflict situations – this is the class you should attend! This workshop will focus on conflict resolution techniques and how to handle conflict situations with expertise when they arise. This workshop is open to all municipal officials and employees. This course is an optional course for the Maine Town & City Clerks' Association Certification Program. To register for this special event, please visit MMA's Website: www.memun.org

VITAL RECORDS – This full-day course is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of vital statistics. Topics include: History of Vital Statistics in Maine, State Registrar, Access to Vital Records, Certified Copies, Amendment of Vital Records, Births, Deaths and Marriages. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

VOTER REGISTRATION – This full-day course is intended for municipal clerks and assistant and deputy clerks who are required to have a full understanding of the voter registration process. Topics include: Election Officials and Their Responsibilities, Determining Voter Eligibility, Administering Voter Registration, Qualifications of a Voter, Working with the State CVR Program, Managing Lists and Reporting, Certifying Petitions, and other HAVA Requirements. This course is an optional course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

~ Please use one form for each course participant ~

Registration Form *(check all that apply)*

Name of workshop	Date	Location
<input type="radio"/> Town Meeting & Local Election Law (Title 30A)	February 6	Caribou – Caribou Inn & Convention Center
<input type="radio"/> Town Meeting & Local Election Law (Title 30A)	February 28	Augusta – Maine Municipal Association
<input type="radio"/> Records Management	March 8	Waterville – Elks Banquet & Conference Center
<input type="radio"/> New Clerks	March 28	Augusta – Maine Municipal Association
<input type="radio"/> Vital Records	April 10	Portland – Fireside Inn & Suites
<input type="radio"/> Licensing	May 15	Augusta – Maine Municipal Association
<input type="radio"/> Municipal Law for Clerks	June 27	Augusta – Maine Municipal Association
<input type="radio"/> Municipal Law for Clerks - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	June 27	Caribou – Northern Maine Development Commission
<input type="radio"/> New Clerks	July 25	Bangor – Spectacular Event Center
<input type="radio"/> Vital Records	August 23	Augusta – Maine Municipal Association
<input type="radio"/> Vital Records - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	August 23	Machias – Machias Career Center
<input type="radio"/> Voter Registration	September 5	Portland – Fireside Inn & Suites
<input type="radio"/> State Election Law (Title 21-A)	September 6	Portland – Fireside Inn & Suites
<input type="radio"/> 23 rd Networking Day & Annual Business Meeting	September 11	Waterville – Elks Banquet & Conference Center
<input type="radio"/> Voter Registration	October 16	Bangor – Spectacular Event Center
<input type="radio"/> State Election Law (Title 21-A)	October 17	Bangor – Spectacular Event Center

Billing/Contact Information

BILLING INFORMATION:

Full Name: _____

Employer: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

NAME BADGE INFORMATION: **Name badge will read as indicated here.*

First Name: _____

Last Name: _____

Primary Title: _____
(Please list one)

Employer: _____

Signature: _____

(By signing, you are acknowledging that you have reviewed and understand all terms and conditions in this catalog.)

Fees: Each class is \$60.00 per person for MTCCA members, or \$80.00 for non-members. Payment not required at time of registration, we will invoice after the event. If paying in advance, please make checks payable to MTCCA and mail with copy of registration form to: MTCCA, 60 Community Drive, Augusta, ME 04330.

OF CLASSES REGISTERED FOR: _____ X FEE PER COURSE: \$ _____ = TOTAL AMOUNT DUE: \$ _____

Send registration form in one of the following ways:

Mail: MTCCA, 60 Community Drive, Augusta, ME 04330

Fax: (207) 624-0128

Online Registration: www.mtcca.org



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #1: MTCCA Scholarship

Scholarships from this program are made possible by the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.

These scholarships are available to MTCCA members in good standing for the following:

- ***MTCCA Sponsored Classes***
- ***Annual Maine Secretary of State Elections Conference***
- ***General support of continuing professional education of municipal clerks, including training for management of elections***

Please read the following conditions to determine eligibility for a scholarship:

- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop/conference date and application should be sent with event registration form
- Scholarship applications received must be for workshops/conferences within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

MTCCA Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Event:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #2: D. Brenda Caldwell Scholarship

Scholarships from this program are made possible by the generous donation of D. Brenda Caldwell, a former Maine municipal clerk and advocate to the clerk profession.

These scholarships are available to Municipal Clerks in Maine for the following:

- ***MTCCA Sponsored Classes***

Please read the following conditions to determine eligibility for a scholarship:

- MTCCA membership is not a requirement for scholarship approval
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop date and application should be sent with event registration form
- Scholarship applications received must be for workshops within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

D. Brenda Caldwell Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of MTCCA-sponsored workshop you wish to receive scholarship funds for:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #3: IIMC/NEACTC Annual Scholarships

Annual Scholarships for MTCCA members to attend the annual IIMC Conference and/or NEACTC Conference are made possible by the MTCCA through the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.

These scholarships are available to Municipal Clerks in Maine for the following:

- ***IIMC Conference (International Institute of Municipal Clerks)***
- ***NEACTC Conference (New England Association of City & Town Clerks)***

Please read the following conditions to determine eligibility for a scholarship:

- Application deadline for IIMC: Must be **received** by February 1 annually
- Application deadline for NEACTC: Must be **received** by September 1 annually
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications received must be for the conference within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend for any reason, the recipient is liable for any and all associated cancellation or class fees as applicable. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year
- Scholarships will be awarded to students attending the IIMC Conference
- Scholarships awarded shall not exceed the total conference registration rate
- Applicants must have applied for funding from their municipality and been denied full funding – letter of denial from municipality must be included with application

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428. Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

NEACTC/IIMC Annual Conference Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
List Name, Location and Date of NEACTC or IIMC Conference:			
Amount Requested:			
My municipality will pay the following toward my conference expenses: \$			
<p>In addition to this scholarship request, I am also applying for scholarship assistance from (select all that apply):</p> <p><input type="checkbox"/> IIMC <input type="checkbox"/> County Association <input type="checkbox"/> JOINT SCHOLARSHIP COMMITTEE (NEACTC)</p> <p><i>(Please Note: This application is not valid toward other scholarship programs. To apply for those scholarships, the applicable scholarship forms should be filled out and sent in to the applicable organization.)</i></p>			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	