

**MAINE TOWN & CITY CLERKS' ASSOCIATION  
CERTIFIED CLERK OF MAINE  
APPLICATION FOR LIFETIME CERTIFICATION**

*(Applicant must hold the office of Municipal Clerk, Deputy Clerk or Assistant Clerk and be an ACTIVE member of the Maine Town & City Clerks' Association for at least two years and in good standing)*

Date Application Received at MMA: \_\_\_\_\_

**CURRENT APPLICATION FORM MUST BE USED-Revised SEPT 2024 only**  
(Available at <https://www.mtcca.org/certification/>)

**PLEASE SUBMIT APPLICATIONS & SUPPORTING DOCUMENTS BY MAIL OR EMAIL:**

**MAIL:** MTCCA Certification, Maine Municipal Association, 60 Community Dr., Augusta, ME 04330

**EMAIL:** [Training@memun.org](mailto:Training@memun.org).

<b>Date:</b>	<b>Municipality:</b>
<b>Name:</b>	<b>Title:</b>
<b>Address, City State Zip:</b>	
<b>E-mail Address:</b>	<b>Tel. No.</b>
<b>Fax No:</b>	<b>Date Oath of Office was taken:</b>
<input type="checkbox"/> <b>Elected Clerk</b> <i>(Must Attach oath from each election)</i>	<input type="checkbox"/> <b>Appointed Clerk</b> <i>(Attach initial oath &amp; letter from Municipal office stating time of service &amp; duties assigned)</i>
<b>Length of Service sworn as Clerk, Deputy /or Assistant Clerk:</b>	<b>Original Certification Date:</b> <b>Recertification Date:</b>

To apply for Lifetime Certification, an applicant must have received Recertification in no less than 3 years or no more than 5 years from the date that the certificate was issued at the Annual Networking Day.

**Additionally, an Applicant must have a minimum of 10 years of experience as a Maine Municipal Clerk, Deputy Clerk or Assistant Clerk.**

If the Recertification expires, an applicant must resubmit for certification using the original certification application and may not use any courses/points used on previous applications. A copy of each Certification certificate **MUST** accompany this application.

Mandatory & Optional course points used toward Recertification may not have been credited for an Original Certification. All courses must have been taken within the last five (5) year period from the date of the application deadline (June 1<sup>st</sup> or December 1<sup>st</sup>) and following a sworn oath of office. No exceptions will be allowed.

**A total of 50 points are required for Lifetime certification.**

Below are some guidelines to prepare a complete application for consideration:

- To receive Lifetime Certification, all accounts with the Maine Town & City Clerks' Association and the Maine Municipal Association must be paid in full.
- An application MUST be accompanied by proof of points earned and proper documentation.
- **Certificates MUST be attached and shall be in the order in which they appear on the application. Applications which are not in order or missing documentation shall be considered incomplete and will be denied as such, until the applicant submits a completed application a second time.**
- Please send copies, MTCCA cannot return or be held responsible for the loss of original documents.

**A QUICK TIP:**

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**It is recommended that applicants keep a copy of each application and the supporting documentation each time they apply for certification. Keeping these files handy for future certification consideration will aid the applicant in not sending duplicate course work which will be denied by the committee.**

**A. MANDATORY COURSES – MUST OBTAIN 30 POINTS**

The following courses are sponsored and/or presented by MTCCA. Each course has a value of **15 points** which may be applied toward certification.

Course Name	Date Attended / Obtained	Proof of Attendance Attached	Expected Points	Verified by Committee
MTCCA Elections - Title 21-A			15	
MTCCA Elections - Title 30-A			15	
<b>TOTAL POINTS FOR A. MANDATORY COURSES</b>			<b>30</b>	

**B. OPTIONAL CLASSES**

Each optional course may only be used once toward Lifetime certification points. **Single half-day courses which are at least 3 hours will be awarded 3 points. Full-day courses of at least 6 hours will be awarded 5 points.**

**Any other Related Course not sponsored by MTCCA or MMA:** Credit may be given to courses that are deemed acceptable by the Certification Committee. Please provide a course description and explanation of how the course relates to your job duties along with your certificate. Proof of course hours must be provided. Said courses must meet the following minimum standards: Curriculum offered **MUST** relate specifically to the duties of a Municipal Clerk in general.

**UNACCEPTABLE COURSES:** Optional course credits **WILL NOT** be allowed for courses that relate explicitly to other Municipal positions (e.g. Tax Collector, Treasurer, CEO, General Assistance, Assessing, etc.).

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The following courses are acceptable but are limited to ONE in each category:

**Total points required in Optional B category: 5 minimum and 15 maximum.**

<b>B. OPTIONAL CLASSES</b>	<b>Total Points Possible</b>	<b>Date Attended</b>	<b>Proof of Attendance Attached</b>	<b>Expected Points</b>	<b>Verified by Committee</b>
Licensing – MTCCA	5				
Municipal Law – MTCCA	5				
New Clerks – MTCCA	5				
Notary Public 101 – MTCCA	3				
Informed Notaries of Maine Notary Public class	5				
Parliamentary Procedure – Presented by a Parliamentarian	5				
Records Management – MTCCA	5				
Registrar Training – MTCCA	5				
Vital Records. – MTCCA	5				
Verbal Judo – MMA	3 / 5				
Secretary of State's Election Conference (5 points per day)	5/10				
Brown Bag Series – MTCCA (1 point per session)	5		<i>(refer to MMA record)</i>		
Basic /or Governmental Accounting – MMTCTA	5				
Cash Management – MMTCTA	3 / 5				
Managing Freedom of Access Requests - MMA	3				
IF&W MOSES EDUCATION	3				
IIMC or MTCCA Athenian Dialogue – <i>Must complete essay</i>	3				
<b>ONLY ONE CLASS BELOW CAN BE TAUGHT OUTSIDE OF MTCCA/MMA</b>					
Customer Service	3 / 5				
Office Management	3 / 5				
Supervisor – Leadership Skills	3 / 5				
Technology – Computer Classes	3 / 5				
<b>TOTAL POINTS FOR B. OPTIONAL COURSES</b>					
<b>Classes listed for point credit may only be taken once per application</b>					

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**C. PROFESSIONAL / SERVICE CONTRIBUTIONS**

The following experiences will earn points toward Lifetime certification. Points earned have no time limit but may be used only once and may not be included in further applications.

**Note: Points are awarded for the related municipal service only.** For example, points for courses, etc., are not awarded until the applicant is a sworn municipal clerk, deputy, or assistant clerk.

**Missing documentation will result in an incomplete application submission.** No points are allowed for yearly attendance to the Institute. Points are allowed upon completion of three years and a certificate of graduation.

The committee will accept time spent serving within a Civic or Non-profit Organization **related to public service**, provided a letter is submitted and signed detailing the time served and contributions made to the organization. Time given will be 1/2 point per year.

**Applicants receiving their Original Certification prior to 2019 are exempt from the requirement to complete Section C, Professional/Service Contributions.**

<b>C. PROFESSIONAL / SERVICE CONTRIBUTIONS</b>	<b>Total Points Possible</b>	<b>Dates of service or attended</b>	<b>Proof Attached</b>	<b>Expected Points</b>	<b>Verified by Committee</b>
**Officer/Committee Member for MTCCA, NEACTC, NEMCIA Maximum of 1 point per year	5				
**Officer/Committee Member for County Association Maximum of 1 point per year	5				
** Officer/Committee Member of a Civic or Non-Profit Organization <i>Must include a letter from leadership detailing applicant's role within the structure or volunteer time</i> Maximum of 1/2 point per year	2				
<b>TOTAL POINTS FOR C. PROFESSIONAL / SERVICE CONTRIBUTIONS</b> Minimum points required: 3    Maximum points allowed: 5					

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<b>D. PROFESSIONAL / SERVICE CONTRIBUTIONS</b>	<b>Total Points Possible</b>	<b>Dates of service or attended</b>	<b>Proof Attached</b>	<b>Expected Points</b>	<b>Verified by Committee</b>
Municipal Clerk 3 points per year	20				
Deputy Clerk/Assistant Clerk 1 point per year	20				
Officer/Committee Member for MTCCA Maximum of 1 point per year	5				
Officer/Committee Member for County Association Maximum of 1 point per year	5				
Attendance at MMA Convention 2 points per year	10				
Networking Day /or MTCCA Annual Meeting 1 point per year	5				
Two-year College Degree in Related Field – Public/Business Admin. (Accepted prior to Oath of Office date)	10				
Four-year College Degree in Related Field – Public/Business Admin. (Accepted prior to Oath of Office date)	10				
IIMC Certification – CMC	5				
IIMC Certification – MMC	5				
NEMCIA Institute Graduate	20				
NEMCIA Academy Certificate 2 points per day; 10 points per week	20				
<b>TOTAL POINTS FOR D. PROFESSIONAL / SERVICE CONTRIBUTIONS</b>					
Minimum points required: 5 points    Maximum points allowed: 25					

**Additional Information:**

Completed applications must be received by MMA on or before the deadlines listed on the first page of the application for consideration. *No exceptions will be made to these deadlines.*

***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.

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<i>For Certification Committee Use Only</i>		<i>Has the applicant been sworn into the position of Clerk, Deputy Clerk or Assistant Clerk for at least two years?</i>
<b>Category</b>	<b>Points Allowed</b>	
A. <u>Mandatory</u> Courses – 30 Points	_____	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
B. Optional Courses – Maximum 15 Points	_____	<i>Are all of applicant's accounts with the Maine Town &amp; City Clerks' Association and the Maine Municipal Association paid in full?</i>
C. Professional - Service Contributions – Maximum 5 Points	_____	
D. Professional - Service Contributions Maximum 25 Points	_____	
<b>TOTAL POINTS (50 Required)</b>	_____	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p align="center"><i>Certification</i>    <input type="checkbox"/> <i>Approved</i>    <input type="checkbox"/> <i>Disapproved</i>    <i>Date:</i> _____</p> <p><i>Reason if disapproved:</i> _____</p>		