



**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION**  
**APPLICATION FOR LIFETIME CERTIFICATION**  
**TAX COLLECTOR OR TREASURER**  
*(Applicant must hold the office of Tax Collector or Treasurer)*

[www.mmtcta.org](http://www.mmtcta.org)

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Date Oath of Office was taken: \_\_\_\_\_

Total Length of Service in Related Municipal Office\*: \_\_\_\_\_

*\*Please include the total of all municipal years of service.*

**Lifetime Certification Guidelines and Requirements**

*The final goal for a tax collector or treasurer is to apply for their lifetime certification from the MMTCTA. The applicant must meet all core criteria listed below. Proof of meeting each of the criteria is required. Please submit copies of this proof along with this application. An applicant must have been certified and then re-certified twice in their position prior to applying for their lifetime certification.*

**A. CORE MANDATORY REQUIREMENTS:**

The following core criteria must be met in full to apply for the lifetime certification. Proof of meeting these core criteria must accompany this completed application.

1. Applicant must currently hold and have held the position of Tax Collector or Treasurer for fifteen years.
2. Applicant must have applied and been approved for re-certification at least twice before applying for the lifetime certification.
3. Applicant must be a member in good standing with the MMTCTA for the previous fifteen years.
4. Applicant must be current with all payments with the MMTCTA and MMA.
5. Applicant must have held a position on the Executive Board of the MMTCTA for at least one term or have served on a standing committee of the MMTCTA.

**B. SUPPLEMENTAL REQUIREMENTS:**

If the applicant does not meet all the criteria listed above, then one of the supplemental requirements listed below can be used as an alternate to one of the above core mandatory requirements.

1. Instructed any mandatory classes or courses as outlined on the certification or recertification applications for the MMTCTA.
2. Applicant must have received a college degree in Accounting or Business Administration.
3. Applicant must have submitted and had at least one article printed in the MMTCTA Newsletter.

This application is submitted and I certify that the information is true and accurate as presented:

\_\_\_\_\_  
Signature of Applicant



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*Filing deadline: April 15<sup>th</sup> for the next annual conference held each year in May.*

PLEASE SEND APPLICATION AND ACCOMPANYING CERTIFICATES TO:

Joan Kiszely/MMTCTA  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330

<i>For Certification Committee Use Only</i>		
<u>Category</u>		<i>Does the applicant hold the position of Tax Collector or Treasurer?</i>
A. Core Mandatory Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Supplemental Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Are all of applicant's accounts with the Maine Municipal Tax Collectors' and Treasurers' Association and the Maine Municipal Association paid in full?</i>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Lifetime Certification</i> <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i>		<i>Date:</i> _____
<i>Reason if disapproved:</i> _____		