



**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION  
APPLICATION FOR CERTIFICATION  
TAX COLLECTOR**

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.*

**Certification Guidelines and Requirements**

*When a tax collector is appointed, one goal should be to become certified in your position. To become certified, a tax collector must complete the mandatory classes as listed below, complete other related training as outlined in the optional section below, and attend the MMTCTA Annual Conference for three years. Once all of these objectives have been met, then an applicant may submit this completed application along with proof of the courses (attach all certificates). All the courses and training must be taken within five years of the date of the application.*

**Associate's Certificate**

*The MMTCTA will award an associate's certificate for those individuals who do not hold the title of Tax Collector, but would still like to meet and achieve the certification requirements.*

**A. MANDATORY COURSES**

The following courses are sponsored and/or presented by MMTCTA. Each course attendee will receive a certificate at the end of the class period. You must collect these certificates and attach copies of them to this application.

<u>Course Name</u>	<u>Date Attended</u>	Proof of Attendance Attached	<i><b>For Certification Committee Use Only</b></i>
Municipal Law for Tax Collectors	_____	<input type="checkbox"/>	
Tax Liens	_____	<input type="checkbox"/>	
Excise Tax	_____	<input type="checkbox"/>	
Governmental Accounting I	_____	<input type="checkbox"/>	



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**B. OPTIONAL COURSES (Two Required)**

Applicants may choose from the sample list below for optional courses. Duplicate courses will not be accepted. The course will not be allowed for certification if the course schedule is less than 6 hours of instruction. Applicant must provide proof that all optional courses submitted equal a minimum 12 hours total. (For example: 2 courses-each 6 hours or 3 courses-each 4 hours)

*The following courses are samples that can be used towards certification, especially if sponsored by the MMTCTA:*

- Cash Handling
- Customer Service
- Payroll Procedures
- Bureau of Motor Vehicle Workshops and training
- MOSES training or Inland Fisheries and Wildlife training
- MMA Convention
- Government Finance Officers Association (GFOA) sponsored course

*The following courses may be used towards certification, but requires a pre-approval from the MMTCTA Certification Committee (all classes must have a six hour duration):*

- Computer classes offered by technical college
- Records Management and Retention
- Vendor Computer classes

**Other Related Courses:** Credit may be given to courses that are deemed acceptable 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 Tax Collector in general, AND course **MUST** include a minimum of 6 hours of course study. Home Study courses may qualify in addition to Adult Education and College. The following courses are acceptable but are limited to ONE in each category:*

- Secretarial Skills
- Report Writing
- Office Management
- Technology – including training for Word, Excel, Access, etc.
- Supervisory Skills
- Ethics

**UNACCEPTABLE COURSES:** Optional course credits WILL NOT be allowed for courses that relate explicitly to other Municipal positions (e.g. town clerk, CEO, general assistance, etc.).

<u>Course Name</u>	<u>Date Attended</u>	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	

**C. MMTCTA Annual Conference (Three Years Required)**

<u>Annual Conference Location</u>	<u>Date Attended</u>	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	



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- In order to receive certification, applicant must hold the position of Tax Collector and be a current member of MMTCTA.
- An associate's certificate will be issued for those individuals who do not hold the title of Tax Collector.
- All accounts with the Maine Municipal Tax Collectors' and Treasurers' Association and the Maine Municipal Association must be paid in full before receiving Certification.
- This application **MUST** be accompanied by proof of attendance. Certificates **MUST** be attached and should be in the order in which they appear on the application.
- Please send copies, we cannot be responsible for the loss of original documents.

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

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

**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>		
<b>Category</b>		<i>Does the applicant hold the position of Tax Collector?</i>
A. Mandatory Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Optional Courses	<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
C. Annual Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Certification</b> <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i>		<b>Date:</b> _____
<i>Reason if disapproved:</i> _____		