APPLICATION FOR LIFETIME CERTIFICATION

❏ **TREASURER**   ❏ **TAX COLLECTOR (SELECT ONE)**

An application for each position must be completed separately with all accompanying certificates and verifications.

Date: _____   ***Date Application Received at MMA:*** _____

Name: _____   Title: _____

Address: _____

Telephone: _____

E-mail Address: _____   Fax: _____

Date Oath of Office was taken: _____

Total Length of Service in Related Municipal Office*: _____

*Include your service with all municipal work experience (attach a resume to show service years)

Total of Service at time of application: _____

Lifetime Certification Guidelines and Requirements
50 POINTS REQUIRED FOR THIS CERTIFICATION

The final goal for a tax collector or treasurer is to apply for their lifetime certification from the MMTCTA. The applicant must reach the 50 points required for the lifetime certification. 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 two times in their position prior to applying for their lifetime certification.

*Applicant: A Copy of Your Original Certification Certificate **MUST** accompany this application. An application for **each position** must be completed for those individuals who hold both offices.*

A. CORE REQUIREMENT – 30 POINTS REQUIRED

The following six core criteria will be given 10 points each. Proof of meeting three out of the six core criteria must accompany this completed application.

1. Applicant must have been certified once and been approved for re-certification at least twice before applying for the lifetime certification.
2. Applicant must provide proof of assisting the MMTCTA in carrying out their mission such as: facilitating or assisting with seminars or training; providing testimony at Legislative hearings; or other similar activity.
3. 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.

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4. Applicant must have submitted and had at least one article printed in the MMTCTA Newsletter.
5. Applicant must have been an instructor or co-instructor for any mandatory class or course as outlined on the certification or recertification applications for the MMTCTA.
6. Applicant must show proof of an Associate degree (2 year) or Bachelor degree (4 year) college degree in Accounting or Business Administration or Public Administration

Core Requirement	Date	Points	Proof	For Certification Committee Use Only
_____	_____	____	☐	
_____	_____	____	☐	
_____	_____	____	☐	
_____	_____	____	☐	
_____	_____	____	☐	
_____	_____	____	☐	☐ CORE REQUIREMENT POINTS (30)

B. CORE SERVICE REQUIREMENT – 15 POINTS REQUIRED

Applicants are required to complete the following service for lifetime certification. The service must be documented and attached to this application. Each item below must be met.

- Applicant must have held the position of Tax Collector or Treasurer or other financial position in the Treasury or Tax Department of your municipality for fifteen years.
- Applicant must be a member in good standing with the MMTCTA for the same fifteen years.

Core Service Requirement	Dates Documented	Points	Proof	For Certification Committee Use Only
_____	_____	____	☐	
_____	_____	____	☐	☐ CORE SERVICE REQUIREMENT POINTS (15)

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C. OPTIONAL COURSE/SERVICE - 5 POINTS REQUIRED (choose one item below)

- Applicants may complete their lifetime certification by attending a national conference offered by GFOA (Government Finance Officers Association of the U.S. and Canada) http://www.gfoa.org/ or APTUS&C (Association of Public Treasurers of the U.S. and Canada) http://www.aptusc.org/.
- Documented service to other communities as a mentor to a newly elected or appointed Treasurer or Tax Collector. Proof will be accepted as a letter from the other community showing the service time.

Optional Course/Service	Dates Documented	Points	Proof	*For Certification Committee Use Only*
_____	_____	_____	☐	
_____	_____	_____	☐	☐ OPTIONAL COURSE/SERVICE POINTS (5)

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

_____   _____
Signature of Applicant   Title of Applicant

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

PLEASE SEND APPLICATION AND ACCOMPANYING CERTIFICATES TO:

MMTCTA
Maine Municipal Association
60 Community Drive
Augusta, ME 04330

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For Certification Committee Use Only			
Category			_Does the applicant hold the position of Tax Collector or Treasurer?_ ☐ **Yes** ☐ **No**
A. Core Requirement (30 points)	☐ **Yes** ☐ **No**		
B. Core Service Requirement (15 points)	☐ **Yes** ☐ **No**		_Are all of applicant's accounts with the Maine Municipal Tax Collectors' and Treasurers' Association and the Maine Municipal Association paid in full?_ ☐ **Yes** ☐ **No**
C. Optional Course/Service (5 points)	☐ **Yes** ☐ **No**		

**Lifetime Certification**   ☐ _**Approved**_   ☐ _**Disallowed**_ _**Date:**_ _____

Reason if disallowed: _____

_____

_____

_____