

MAINE MUNICIPAL TAX COLLECTORS' & TREASURERS' ASSOCIATION  
APPLICATION FOR LIFETIME CERTIFICATION  
TREASURER      TAX COLLECTOR      SELECT ONE

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

REVISED JULY 2015

www.mmtcta.org

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

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

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

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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)**

Town 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.

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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.
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	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> CORE REQUIREMENT POINTS (30)
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	

**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.

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Core Service Requirement	Dates Documented	Points	Proof	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> CORE SERVICE REQUIREMENT POINTS (15)
_____	_____	_____	<input type="checkbox"/>	

**C. OPTIONAL COURSE/SERVICE - 5 POINTS REQUIRED (chose 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.aptus.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	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> OPTIONAL COURSE/SERVICE POINTS (5)
_____	_____	_____	<input type="checkbox"/>	

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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 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

<b><i>For Certification Committee Use Only</i></b>		
<b>Category</b>		<i>Does the applicant hold the position of Tax Collector or Treasurer?</i>
A. Core Requirement (30 points)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
B. Core Service Requirement (15 points)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<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>
B. Optional Course/Service (5 points)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Lifetime Certification</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disallowed</b>		
<b>Date:</b> _____		
<i>Reason if disallowed::</i> _____		