

**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION
APPLICATION FOR RE-CERTIFICATION**
TREASURER_____ TAX COLLECTOR_____ SELECT ONE

If you hold both positions, then an application must be completed for each position.

REVISED JULY 2015

www.mmtcta.org

Date: _____ Date Received by MMA: _____

Name: _____ Title: _____

Address: _____

E-mail Address: _____ Telephone: _____

Fax: _____

Date Oath of Office was taken: _____ Date of Original Certification: _____

Town of Service at time of application: _____

*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.*

Re-Certification Requirements and Guidelines – TOTAL OF 50 POINTS IS REQUIRED FOR RE-CERTIFICATION

After a Tax Collector or Treasurer becomes certified, the next goal would be to continue that certification and apply for re-certification every five years. This application will help an applicant meet that goal. The courses and training that are eligible for an applicant's recertification would be courses and training that occurred after the date of original certification and within five years of the date of this application.

A. MANDATORY COURSE – 30 POINTS REQUIRED

Any course or training that is sponsored in full or in part by the MMTCTA would be eligible for points towards recertification. Those courses are listed on the original certification application and on our website www.mmtcta.org. Each class or seminar will be given 15 points each if they are 6 hours or longer in duration.

Mandatory Course Name	Date Attended	Points	Proof of Attendance Attached
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

<i>For Certification Committee Use Only</i>
<input type="checkbox"/> MANDATORY COURSE POINTS (30)

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B. OPTIONAL COURSE – 15 POINTS REQUIRED

The list of optional courses is listed on the original certification application for each position of Treasurer or Tax Collector. The applicant is encouraged to review that list and chose accordingly. Each course taken and submitted with this application will be awarded 15 points each if they are 6 hours or longer in duration.

Optional Course	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> OPTIONAL COURSE POINTS (15)

C. OTHER EVENT – 5 POINTS REQUIRED

An applicant can chose from any of the examples listed below for other events and provide the proof and match the points with the event chosen for this category.

Event	Date	Points	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> OTHER EVENT POINTS (5)
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	

Examples of other events include:

- Years of service in the position of Treasurer or Tax Collector (1 point per year)
- Published articles in the MMTCTA Newsletter (5 points per article)
- 4- year college degree in either Business Administration, Accounting, or Public Administration (5 points)
- Attendance at the MMA Convention (1 point per year – provide proof)
- Instructor for a MMTCTA sponsored training or seminar (5 points)

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- The applicant **MUST** submit a copy of their original certification with this application.
- 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

Title of Applicant

Date

All accounts with the Maine Municipal Tax Collectors and Treasurers Association and the Maine Municipal Association must be paid in full before receiving Re-Certification. This application MUST be accompanied with all certificates for proof of attendance of all courses. 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.

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

PLEASE SEND COMPLETED APPLICATION AND ATTACHMENTS TO:

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

<i>For Certification Committee Use Only</i>		<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>
Category		
A. Mandatory Course (30 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Optional Course (15 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Other Event (5 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Re-Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disallowed</i> Date: _____ <i>Reason if disallowed::</i> _____		<input type="checkbox"/> Yes <input type="checkbox"/> No