



APPLICATION FOR RE-CERTIFICATION (SELECT ONE)

☐ TREASURER

☐ TAX COLLECTOR

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

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

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

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

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ 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 attached to the back of this application, and on our website [www.mmtcta.org](http://www.mmtcta.org). Each class or seminar will be given 15 points each.

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

***For Certification Committee Use Only***

☐ 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 and attached to the back of this application. The applicant is encouraged to review that list and choose accordingly. Each course taken and submitted with this application will be awarded between 5 and 15 points.

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

**C. OTHER EVENT – 5 POINTS REQUIRED**

An applicant can choose 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	For Certification Committee Use Only
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> OTHER EVENT POINTS (5)
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	

- 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



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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.

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

PLEASE SEND COMPLETED APPLICATION AND ATTACHMENTS TO:

MMTCTA  
Maine Municipal Association  
60 Community Drive  
Augusta ME 04330

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



## Class List for Tax Collector / Treasurer Re-Certification:

### A. MANDATORY COURSE – 30 POINTS REQUIRED – 15 points each

- a. Municipal Law for Tax Collectors / Treasurers
- b. Tax Liens (*Tax Collector / Treasurer*)
- c. Excise Tax (*Tax Collector*)
- d. Cash Management (*Treasurer*)
- e. Payroll Procedures – 1099 Rules (*Treasurer*)
- f. MMTCTA Annual Conference (*Tax Collector / Treasurer*)

### B. OPTIONAL COURSE – 15 POINTS REQUIRED

Applicants may choose from the sample list below for optional courses.

Duplicate courses will not be accepted.

*The following courses are sponsored by MMTCTA and can be used towards certification – 15 points each:*

- Cash Handling / Cash Management
- Customer Service
- Payroll Procedures
- Small Claims
- Governmental Accounting / Basic Accounting
- I've Got the Job, Now What?

*The following courses may be used towards certification, but may require pre-approval from the MMTCTA Certification Committee – 10 points each:*

- Computer classes offered by technical college
- Records Management and Retention
- Bureau of Motor Vehicle Workshops and Training (1 Course per Certification)
- MOSES Training or Inland Fisheries and Wildlife Training
- Vendor Computer Classes

**Any 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. Home Study courses may qualify in addition to Adult Education and College. The following courses are acceptable but are limited to ONE – 5 points each:*

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

### C. OTHER EVENT – 5 POINTS REQUIRED

- Years of service in the position of 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**
- 2-year college degree in either Business Administration, Accounting, or Public Administration – **2 points**
- Attendance at the MMA Convention – **1 point per year**