

**MAINE MUNICIPAL TAX COLLECTORS' & TREASURERS' ASSOCIATION
APPLICATION FOR CERTIFICATION
TREASURER**

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*: _____

****Please include the total of all municipal years of service. (attach resume to show years of service)***

Town of Service at time of application: _____

Certification Guidelines and Requirements - TOTAL OF 100 POINTS REQUIRED FOR CERTIFICATION

When a person is appointed treasurer, one goal should be to become certified in your position. To become certified, a treasurer must complete the requirements listed on this application. The applicant must 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.

A. MANDATORY COURSE – 60 POINTS REQUIRED

A total of 60 points must be achieved in this category. Applicants are encouraged to take all courses at least once. 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 to this application. If an applicant takes one or more of the listed courses more than once, the first attendance in a five year period will receive full consideration of 15 points. Any duplicate courses taken will be given five points only.

Mandatory Course Name	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
Municipal Law for Treasurers	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> MANDATORY COURSE POINTS (60)
Tax Liens	_____	_____	<input type="checkbox"/>	
Cash Management	_____	_____	<input type="checkbox"/>	
Payroll Procedures – 1099 Rules	_____	_____	<input type="checkbox"/>	
MMTCTA Annual Conference	_____	_____	<input type="checkbox"/>	

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B. OPTIONAL COURSE – 35 POINTS REQUIRED (Courses that are six hours in duration will be given a full 15 points each. A four hour course will be awarded 10 points. A two hour course will be awarded 5 points.)

Applicants may choose from the sample list below for optional courses. Duplicate courses will not be accepted in this category. Applicant must provide proof of course length if not sponsored by MMTCTA.

The following courses are examples of allowed courses in this category. Any other courses sponsored by MMTCTA may be included in this category.

- Cash Handling
- Customer Service
- Bureau of Motor Vehicle Workshops and training
- MOSES training or Inland Fisheries and Wildlife training
- Excise Tax
- Governmental Accounting
- I've Got the Job, Now What?

The following courses may be used in the optional course section, but requires a pre-approval from the MMTCTA Certification Committee:

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

Any Related Course: 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 Treasurer in general, AND applicant MUST include proof of course length. 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.).

Optional Course Name	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/> OPTIONAL COURSE POINTS (35)
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	

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C. OTHER EVENT – 5 POINTS REQUIRED (see points below)

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

Examples of other events include:

- Years of service in the position of Treasurer (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)

In order to receive full certification, applicant must complete all categories listed above and have held the position of Treasurer or other position in the Treasury Department. 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

Title of Applicant

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Filing deadline: *April 15^h 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>		
Category		<i>Does the applicant hold the position of Treasurer?</i>
A. Mandatory Course (60 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Optional Course (35 points)	<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>
C. Other Event (5 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification <input type="checkbox"/> Approved <input type="checkbox"/> Disallowed		
Date: _____		
<i>Reason if disallowed:</i> _____		