

**MAINE MUNICIPAL TAX COLLECTORS' & TREASURERS' ASSOCIATION  
CERTIFICATION GUIDELINES AND INSTRUCTIONS**

*REVISED JULY 2019*

[www.mmtcta.org](http://www.mmtcta.org)

**INSTRUCTIONS:**

The applications for the certification program must be completed and mailed to the following address by April 15<sup>th</sup> of each year to be considered timely and must include copies of course certificates for all classes:

Melissa White  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330

Certification awards will be presented at the MMTCTA Annual Conference. The Certification Committee shall review all applications submitted by the deadline of April 15<sup>th</sup>. Attendance at this function is not mandatory, but preferred.

Recipients will be honored at the MMTCTA Annual Conference. An official notification will be sent to the approved member and to the Governing Board/Manager of the member's municipality.

The four types of certification programs are discussed below and the application form outlines the criteria to fulfill the requirements of each program.

- 1) **Tax Collector Certification Application or Treasurer Certification Application:** Must be employed by a municipal government, hold the title Tax Collector or Treasurer (which ever applies to the applicant), hold another position with the municipal government that applies to duties and functions of a Treasurer or Tax Collector, follow the guidelines on the application, fulfill all requirements, and meet the point structure. This certification expires five years from the issue date.
- 2) **Re-certification as Tax Collector or Treasurer Application:** This application must be completed prior to the expiration of your original certification. The application must be submitted to the Certification Committee for re-certification within six months of expiration and must not make application for re-certification using the same classes as on the original application for certification. An application for each position must be completed and submitted by the deadline. This certification expires five years from the issue date.
- 3) **Lifetime Certification:** A Lifetime Certification applicant must complete all requirements listed on the application. This certification does not expire.

Applicants are encouraged to visit our website to ensure that you are submitting your application by using the most current forms and by following the most current guidelines.