



**APPLICATION FOR CERTIFICATION  
TAX COLLECTOR**

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

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

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

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

E-mail Address: \_\_\_\_\_ 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 tax collector, one goal should be to become certified in your position. To become certified, a tax collector 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. 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 of them 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 | For Certification Committee Use Only                  |
|----------------------------------|---------------|--------|------------------------------|---|
| Municipal Law for Tax Collectors | _____         | _____  | <input type="checkbox"/>     | <input type="checkbox"/> MANDATORY COURSE POINTS (60) |
| Tax Liens                        | _____         | _____  | <input type="checkbox"/>     |   |
| Excise Tax                       | _____         | _____  | <input type="checkbox"/>     |   |
| MMTCTA Annual Conference         | _____         | _____  | <input type="checkbox"/>     |   |



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**B. OPTIONAL COURSE – 35 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 the MMTCTA and can be used towards certification – **15 points each**:*

- Cash Handling / Cash Management
- Customer Service
- Payroll Law
- Bureau of Motor Vehicle Workshops and Training (*1 Course per Certification*)
- MOSES Training or Inland Fisheries and Wildlife Training
- Governmental Accounting / Basic Accounting
- I've Got the Job, Now What?

*The following courses may be used towards certification, but may require a pre-approval from the MMTCTA*

*Certification Committee – **10 points each**:*

- 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 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

**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 | <b><i>For Certification Committee Use Only</i></b>          |
|----------------------|---------------|--------|------------------------------|---|
| _____                | _____         | _____  | <input type="checkbox"/>     | <input type="checkbox"/> <b>OPTIONAL COURSE POINTS (35)</b> |
| _____                | _____         | _____  | <input type="checkbox"/>     |   |
| _____                | _____         | _____  | <input type="checkbox"/>     |   |
| _____                | _____         | _____  | <input type="checkbox"/>     |   |

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

Applicants may choose from the list below for other events.



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- Years of service in 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**

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

In order to receive certification, applicant must complete all categories listed above and have held the position of Tax Collector 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<sup>th</sup>** for the next annual conference held each year in May.

PLEASE SEND APPLICATION AND ACCOMPANYING CERTIFICATES TO:

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?</i><br><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |
| A. Mandatory Course (60 points)   | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |  |
| B. Optional Course (35 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> <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> |  |
| <b>Certification</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disallowed</b> <b>Date:</b> _____ |  |  |
| <i>Reason if disallowed:</i> _____  |  |  |
| _____   |  |  |
| _____   |  |  |
| _____   |  |  |