

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

**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 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. 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 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	<i>For Certification Committee Use Only</i>
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 (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. Applicant must provide proof of course duration.

*The following courses are samples that can be used towards certification, especially if sponsored by the MMTCTA:*

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

*The following courses may be used towards certification, 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 Tax Collector in general, AND application MUST provide proof of course duration. 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	<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"/>	

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

Other Event	Date Attended	Points	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	_____	<input type="checkbox"/>	<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 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)

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:

Joan Kiszely/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> <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>	<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' &amp; 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>	<i>Are all of applicant's accounts with the Maine Municipal Tax Collectors' &amp; Treasurers' Association and the Maine Municipal Association paid in full?</i> <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> _____		