



MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION APPLICATION FOR RE-CERTIFICATION

www.mmtcta.org

Date: _____ *Date Application Received at MMA:* _____

Name: _____ Title: _____

Address: _____

E-mail Address: _____ Telephone No: _____

Fax No: _____

Date Oath of Office was taken: _____ Date of Original Certification: _____

*A copy of the Original Certification Certificate **MUST** accompany this application.*

Re-Certification Requirements and Guidelines

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 re-certification would be courses and training that occurred after the date of original certification and within five years of the date of this application.

Associate's Certificate

The MMTCTA will award an associate's certificate for those individuals who do not hold the title of Tax Collector or Treasurer, but still would like to meet and achieve the certification requirements.

A. MANDATORY COURSES

Any course or training that is sponsored in full or in part by the MMTCTA would be eligible for this application for re-certification. Those classes and courses are listed on the original certification applications and on our website www.mmtcta.org. An applicant must attend three different courses in the five years preceding the application date.

<u>Course Name</u>	<u>Date Attended</u>	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	

B. MMTCTA Annual Conference

An applicant must attend three annual conferences within the five years immediately preceding the date of this application.

<u>Annual Conference Location</u>	<u>Date Attended</u>	Proof of Attendance Attached	<i>For Certification Committee Use Only</i>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	



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C. SERVICE

An applicant that can provide proof that they were an instructor/training for an MMTCTA course may substitute this proof in place of one of the mandatory courses.

<u>Course Name</u>	<u>Date of Course</u>	Proof of Service Attached	<i>For Certification Committee Use Only</i>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	

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. You must be a current member of MMTCTA.

This application **MUST** be accompanied with all certificates for proof of attendance of all courses. 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.

Filing deadline: April 15th for the next annual conference held each year in May.

PLEASE SEND COMPLETED APPLICATION AND ATTACHMENTS TO:

Joan Kiszely/MMTCTA
Maine Municipal Association
60 Community Drive
Augusta ME 04330

<i>For Certification Committee Use Only</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? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>
Category		
A. Mandatory Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Annual Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Re-Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> Date: _____		
<i>Reason if disapproved:</i> _____		