



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

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: _____

Total Length of Service in Related Municipal Office*: _____

**Please include the total of all municipal years of service.*

Certification Guidelines and Requirements

When a treasurer is appointed, one goal should be to become certified in your position. To become certified, a treasurer must complete the mandatory classes as listed below, complete other related training as outlined in the optional section below, and attend the MMTCTA Annual Conference for three years. Once all of these objectives have been met, then an applicant may 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.

Associate's Certificate

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

A. MANDATORY COURSES

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.

<u>Course Name</u>	<u>Date Attended</u>	<u>Proof of Attendance Attached</u>	<i>For Certification Committee Use Only</i>
Municipal Law for Treasurers	_____	<input type="checkbox"/>	
Tax Liens	_____	<input type="checkbox"/>	
Cash Management	_____	<input type="checkbox"/>	
Governmental Accounting I	_____	<input type="checkbox"/>	
Governmental Accounting II	_____	<input type="checkbox"/>	



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B. OPTIONAL COURSES (Two Required)

Applicants may choose from the sample list below for optional courses. Duplicate courses will not be accepted. The course will not be allowed for certification if the course schedule is less than 6 hours of instruction. Applicant must provide proof that all optional courses submitted equal a minimum of 12 hours total. (For example: 2 courses-each 6 hours or 3 courses-each 4 hours) *The following courses 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
- MMA Convention
- Government Finance Officers Association (GFOA) sponsored course

The following courses may be used towards certification, but requires a pre-approval from the MMTCTA Certification Committee (all classes must have a six hour duration):

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

Other Related Courses: 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 course MUST include a minimum of 6 hours of course study. 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.).

<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"/>	

C. MMTCTA Annual Conference (Three Years Required)

<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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- In order to receive certification, applicant must hold the position of Treasurer and be a current member of MMTCTA.
- An associate's certificate will be issued for those individuals who do not hold the title of Treasurer.
- 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

Filing deadline: *April 15th 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

For Certification Committee Use Only		
Category		<i>Does the applicant hold the position of Treasurer?</i>
A. Mandatory Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Optional Courses	<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. Annual Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certification <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i> Date: _____		
<i>Reason if disapproved:</i> _____		