



MASSACHUSETTS TOWN CLERKS' ASSOCIATION

CMMC Certification Program Examination Information, Guidelines & Requirements

The examination will be offered twice yearly – during the months of January and July.

Application forms for the exam will be available at all Massachusetts Town Clerks' Conferences or by e-mailing the Administrator at cityclerk@easthampton.org.

Applicants must have at least three years experience as Town Clerk and must have completed a minimum of six required courses sponsored by the Massachusetts Town Clerks' Association. Required courses cover the following subjects: vital records, elections, town meetings, Chapter 40A, Chapter 41, census/street listing, open meeting law, ethics, public records and others as may be determined by the Education and Certification Committees.

The Administrator must receive applications by Dec. 15th for the January exam, and June 30th for the July exam. The Administrator will request verification and certification of courses taken by the applicants from the Database Coordinator. Applications will be rejected and fees returned for the following reasons: application not received by the deadline; application incomplete; correct fee not sent; or certificate of required courses is not acceptable. An applicant may re-submit for the same exam period provided the deadline and all other requirements are met.

All January examinations will be mailed simultaneously by certified mail, return receipt requested, between January 1st and 7th. All July examinations will be mailed simultaneously by certified mail, return receipt requested, between July 16th and July 23rd.

Completed exams must be postmarked no later than February 10th for the January exam and August 25th for the July exam. Applicants are STRONGLY advised to return completed exams by certified mail, return receipt requested.

Applicants will be notified by mail of the results of their exams. Notifications will be mailed by March 1st for the January exam and September 15th for the July exam. A copy of the notification must be submitted with the application for Massachusetts' certification. The notification of successful completion of the exam will be valid for one year and will have an expiration date printed on it. If an applicant is not certified within one year, the exam must be repeated.

Applicants who fail to return the exam, fail to return it on time, or do not receive a passing score, will be required to submit a new application and fee when requesting a new exam.

A passing score for the exam is 80. Applicants are advised that they will need access to an updated copy of the Massachusetts General Laws to complete the exam successfully.

An applicant who is advised that he/she has failed the examination will have 30 days from the date of notice to file a written appeal with the Administrator. The applicant shall be notified of a hearing date before the Certification/Examination Board. Decisions of the Board will be final.