



MASSACHUSETTS TOWN CLERKS' ASSOCIATION CERTIFICATION PROGRAM

Goal Statement

The Massachusetts Town Clerks' Association has developed an educational and certification program to establish minimum standards of the knowledge of statutory requirements and to enhance the professionalism of the position.

The Certification Board of the Massachusetts Town Clerks' Association believes that in order to be awarded the designation of "Certified Massachusetts Municipal Clerk", participants should be required to pass a written examination based on contents of the education program, and fulfill additional requirements based on other educational programs, years of service, etc.

The Certification Board of the Massachusetts Town Clerks' Association believes that every person holding the position of Town Clerk in the Commonwealth of Massachusetts should possess the resources to locate information relating to the position in the Massachusetts General Laws.

The education and certification process developed by the Massachusetts Town Clerks' Association will deal specifically with statutes and regulations that affect Massachusetts Town Clerks.

Certification Requirements and Eligibility:

- The applicant shall be a member of the Massachusetts Town Clerks' Association.
- Certification is restricted to Massachusetts Town Clerks ONLY. Applicants must have at least three years experience as Town Clerk before applying for the exam.
- The applicant must obtain 100 points for certification.
- Certification must be renewed every four years by completing four additional MTCA courses.

Point System:

1. 50 points shall be earned by successfully passing the certification exam.
2. The additional 50 points shall be earned through college degrees and courses, business school, Municipal Clerks Institute and Academy, MTCA education courses, committee participation and experience. The Certification Board reserves the right to award points, on an individual basis, for special projects and active participation in relevant areas.

-Business School (1 year certificate)	5 points
-Associate's degree	10 points
-Bachelor's degree	15 points
-Master's degree	20 points
-Doctoral degree	25 points
-College credits	½ point per credit hour
-Municipal Clerks' Institute, <u>or</u> CMC designation*	6 points (2 points per year) 10 points
-NEMCI Academy classes	2 points (full week class); 1 point (partial week)
-Athenian Dialogue	1 point
-MMC designation*	15 points
-MA Municipal Clerks Archival Education Program	5 points per part (course)
-MTCA Education Courses (above 6 required to take exam)	1 point per 3 hour class
-MTCA Mentoring Classes	2 points per 6 hour class
-MA County Assoc. classes (needs prior approval)	1 point per 3 hour class
-Instructor	1-2 points
-Project (needs prior approval)	25 points max.
-Officer of State, Regional Association	10 points max.
-Committee participation	10 points max.
-Clerk experience (25 points max.):	
Town Clerk	5 points/year
Asst. Town Clerk	2.5 points/year
-Other related experience	10 points max.

*CMC or MMC, not both