

Certified Massachusetts Municipal Clerk Designation **(CMMC)**

In 1993, the first group of clerks qualified to become Certified Massachusetts Municipal Clerks (CMMC). As of October, 2019 there were 120 active CMMC's

The Basics:

100 points are needed to receive your CMMC designation – 50 of which come from **successfully passing the certification exam**:

In order to take the test you must:

- Have been a Town Clerk for at least three years.
- Be a member of the Massachusetts Town Clerks' Association (MTCA)
- Have taken six classes offered by the MTCA. Classes to be verified by the Certification Administrator.
- Pay a \$50 non-refundable fee.

The exam is offered twice a year – in January and July.

The deadline to apply for the January test is Dec. 15th and the deadline for the July test is June 30th. Test information/application is available at all conferences, or by e-mailing cityclerk@easthamptoma.gov.

The test consists of three sections – elections, vitals and miscellaneous. With the exception of two questions, it is a multiple-choice exam. It is very important to have access to the Massachusetts General Laws and handouts given out at MTCA classes.

The tests ***MUST be taken on your own*** – it is an open book exam, but **NOT** a group project! Applicants must sign and return an acknowledgement of the fact that the test must be taken on your own.

Applicants taking the January test must return their completed exams no later than Feb. 10th; the July test is due back by August 25th. A passing score for the exam is 80.

If an applicant successfully passes the exam, they will receive notification and an application to apply for their CMMC designation.

If unsuccessful, the applicant will receive a letter to that effect, along with a listing of the incorrect questions. Tests may be taken over, upon application and payment of the \$50 fee.

After passing the test.....

You must apply for your CMMC within one year of passing the test (otherwise you'll need to re-take the test). There is a \$25.00 application fee to apply for your CMMC designation.

In order to become certified, you need to document **100 points** – or an additional 50 points over the 50 points you get for passing the test. A breakdown of the number of points can be found on the Certification Program application paperwork and within the CMMC application form.

The additional 50 points towards certification can come from:

Education (no maximum): College and business school degrees, other college classes, Municipal Clerks Institute & Academy and MTCA classes (above the six classes required to take the test). Also included under education are the Athenian Dialogues and completion of

the Municipal Clerks Archival Education Program. County Association education classes can count, but must receive the Associations must receive pre-approval from the Certification Board.

Experience (35 points maximum): Five points per year for Town Clerk, 2.5 points per year for Assistant Town Clerk (up to a maximum of 25 points for Town Clerk & Assistant Town Clerk experience).

Other government positions, government participation and outside work experience can also be counted in this category.

Discretionary Points (40 points maximum): This category includes being an instructor/lecturer at a MTCA conference, being an officer of a regional, state, New England or IIMC organization, MTCA committee (such as Legislative, Education, etc.), New England or IIMC board or committee participation. Completion of a project which has been approved by the Certification Board can also be considered under this category.

Approval and Re-Certification:

When your certification is approved, you will receive your CMMC certificate at a MTCA conference. Your certification is good for **FOUR** years.

You will be contacted before your certification is expiring that it's time to re-certify.

To recertify, you will need to have taken **four** MTCA classes in the four years since receiving your certification (or since your last recertification). **NOTE: Starting in June, 2020, the number of MTCA classes required for recertification increases to SIX. The classes must be completed by the conference prior to the recertification date.** Classes must be taken at MTCA conferences.

The Certification Administrator will verify your class attendance. There is a \$15.00 fee to recertify.

MGL Chapter 41, Section 19K

If accepted by your community, you may be eligible for up to \$1,000 compensation per year once you receive your CMMC:

"Section 19K. Additional compensation for Town Clerk

In any town, that accepts this section, a town clerk who had completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts Municipal Clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

QUESTIONS??

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