



# MASSACHUSETTS TOWN CLERKS' ASSOCIATION

## CERTIFICATION PROGRAM APPLICATION FOR EXAMINATION

### **Checklist for applicants:**

- \_\_\_\_\_ Review Examination Information – Guidelines & Requirements
- \_\_\_\_\_ Check deadline for applications.
- \_\_\_\_\_ Fill in all information requested below.
- \_\_\_\_\_ Enclose non-refundable fee of \$50.00 payable to the MA Town Clerks' Association
- \_\_\_\_\_ Six MTCA Education Classes completed (**Note:** documentation of courses will be requested for the applicant by the test administrator)

**Mail completed application to:** Barbara LaBombard, MTCA Certification Administrator  
50 Payson Ave., Easthampton, MA 01027

Name: \_\_\_\_\_  
Last First Middle

Title: \_\_\_\_\_ Municipality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone – Work # ( ) \_\_\_\_\_ Home # ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I have been a Town Clerk since \_\_\_\_\_ and a member of the  
Massachusetts Town Clerks' Association since \_\_\_\_\_.

I am applying for the \_\_\_\_\_ January examination \_\_\_\_\_ July examination

I have read and understand the information contained in the Examination Information –  
Guidelines and Requirements.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*