



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 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 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

- Applicant shall be a member of the Massachusetts Town Clerks' Association
- Certification is restricted to Massachusetts Town Clerks **ONLY**. Applicants must have **at least 3 years experience as Town Clerk** before applying for the exam.
- 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, Academy for Advanced Education, 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.

Bachelor's degree	20 points
Associates degree	10 points
Business school (1 year Certificate)	5 points
Masters degree	10 points
College credits	½ point per credit hour
Municipal Clerks Institute	6 points
Or CMC designation	10 points
AAE acceptance	5 points
AAE sustaining membership	2 points per level
MTCA Education courses (above 6 required)	1 point
Instructor	1-2 points
Project (Needs prior approval)	25 points max
Officer of State, Regional Association	10 points max
Committee participation	10 points max
Town Clerk experience	25 points max
Other related experience	10 points max



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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 from the Administrator.

Applicants must have at least 3 years experience as a 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 Meetings, Ethics, Public Records and others as may be determined by the Education and Certification Committees.

The Administrator must receive applications by December 15th for the January exam, and June 30th for the July exam. The Administrator will request verification and the 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. Applicant may resubmit for the same exam period provided the deadline and all other requirements are met.

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

Applicants will be notified by mail of the results of their exams. Notification 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's 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 is 80.

Applicants are advised that they will need access to an updated set of Massachusetts General Laws to complete the examination.

An applicant who is notified 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.



MASSACHUSETTS TOWN CLERKS' ASSOCIATION
CERTIFICATION PROGRAM
APPLICATION FOR EXAMINATION

Checklist for applicants:

- Review Examination Information – Guidelines and Requirements
- Check deadline for applications
- Fill in all information requested below
- Enclose non-refundable fee of \$50.00 payable to the Massachusetts Town Clerks' Assoc.

DOCUMENTATION OF COURSES WILL BE REQUESTED BY THE ADMINISTRATOR

Mail application to: Diane P. Casagni
Certification Administrator
280 Plain Street
Norton, MA 02766 (phone: 508-285-0230)

PERSONAL DATA

Name _____

Title _____ Municipality _____

Mailing Address _____

Phone – Work (____) _____ Home (____) _____

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