



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

CERTIFICATION PROGRAMS

The VMCTA's Certification Program was established in 1988 and its Advanced Certification in 2016 to:

- Increase the proficiency of Vermont Municipal Clerks and Treasurers.
- Strengthen the quality of local government.
- Afford Clerks and Treasurers the recognition to conduct the affairs of local government.
- Provide a vehicle whereby Clerks can attain the status of Certified Vermont Clerk, and Treasurers can attain the status of Certified Vermont Treasurer.
- Provide a vehicle whereby Clerks can attain an advanced tiered status of Certified Vermont Clerk, and Treasurers can attain an advanced tiered status of Certified Vermont Treasurer.
- To recognize additional training, education, and professional contributions.

APPLICANT CHECKLIST:

- _____ 1. Application completed, signed, and dated.
- _____ 2. Documentation put in order based on section number and placed in 3-clasp report cover.
- _____ 3. Documentation labeled in upper right-hand corner with corresponding section numbers.
- _____ 4. Letter of support (for initial certification only).
- _____ 5. Check enclosed for \$35 made payable to VMCTA.
- _____ 6. Scan pdf of complete application to vmctassociation@gmail.com.

MAIL APPLICATION TO:

Sara Haskins, VMCTA Certification Chair
Town of Morristown
PO Box 748
Morristown, VT 05661



PRESS RELEASE / LETTER TO GOVERNING BOARD INFORMATION

Name of Clerk/Treasurer: _____
Municipality: _____ Title: _____
Email: _____ Phone: _____
Local Newspaper: _____ Email: _____
Name of Chair of Governing Board (Selectboard, City Council) : _____
Mailing Address: _____

CERTIFICATION LEVEL:

- | | |
|---|---|
| <input type="checkbox"/> Certified Vermont Clerk (CVC) | <input type="checkbox"/> Certified Vermont Treasurer (CVT) |
| <input type="checkbox"/> Certified Vermont Clerk Advanced Level 1 | <input type="checkbox"/> Certified Vermont Treasurer Advanced Level 1 |
| <input type="checkbox"/> Certified Vermont Clerk Cum Laude | <input type="checkbox"/> Certified Vermont Treasurer Cum Laude |
| <input type="checkbox"/> Certified Vermont Clerk Magna Cum Laude | <input type="checkbox"/> Certified Vermont Treasurer Magna Cum Laude |
| <input type="checkbox"/> Certified Vermont Clerk Summa Cum Laude | <input type="checkbox"/> Certified Vermont Treasurer Summa Cum Laude |