



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

Application for Certification

CERTIFIED VERMONT CLERK – ADVANCED LEVEL 1

INSTRUCTIONS

- Type or clearly print all information.
- Organize your application in a **3-clasp report cover** with documents arranged by **section number**.
- Each section must have its own set of documents.
- Label the **upper right corner** of every document with its section number.
- Enter your earned hours/points on the form. Leave the *review* column blank.
- Points will be awarded only after **all required documents** are received.
- Points must be earned after the date your most recent VMCTA certification was submitted (January 31 or July 31).
- Submit **no more than 65 total points** of documentation.
- **Minimum Required Points:**
 - Complete all basic requirements in **Section 1**.
 - Earn at least **60 total points**, including:
 - **30 points** from continuing education (Section 2)
 - **30 additional points** from experience, professional service, or more continuing education
- Scan pdf of complete application to vmctassociation@gmail.com.
- **DEADLINE:** Applications must be **postmarked by January 31 or July 31** of the application year.

APPLICANT INFORMATION

Last Name: _____ First Name: _____

Municipality: _____ Title: Municipal Clerk or Assistant Clerk

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 1: BASIC REQUIREMENTS (Required)

	DATE	REVIEW
1a. Date you became a Vermont Municipal Clerk or Assistant Clerk: <i>A minimum of six (6) full years required.</i>	_____	_____
1b. Date you became a Certified Vermont Municipal Clerk:	_____	_____

SECTION 2: CONTINUING EDUCATION**(30 Points Required)**

Courses must relate to municipal clerk duties and must be earned after the date your most recent VMCTA certification was submitted (January 31 or July 31). Eligibility is determined by the Committee.

EXPERIENCE	VALUE	HOURS/POINTS	REVIEW
2. Courses <i>Provide certificates, verification forms, or other proof of attendance.</i>	2 hours/1 point	_____/____	_____

SECTION 3: EXPERIENCE

Experience points may be used for **only one** certification level and must be earned after the date your most recent VMCTA certification was submitted (January 31 or July 31). Eligibility is determined by the Committee.

EXPERIENCE	VALUE	POINTS	REVIEW
3a. Municipal Clerk/Assistant Clerk Service <i>Provide town report pages or oaths of office.</i>	4 points/full year (Max 20)	_____	_____
3b. Other Related Municipal Experience <i>Provide town report pages or oaths of office.</i> Applicable Offices include School District Clerk, Justice of the Peace, Lister, Town Treasurer, Assistant Town Treasurer, Zoning Administrator, Tax Collector, Delinquent Tax Collector, Member of/or Clerk of: Selectboard, Zoning Board, Planning Commission, Development Review Board, or City Council; and other offices upon approval of Executive Board.	1 point/full year (Max 8)	_____	_____
3c. Associate Degree <i>Provide diploma or transcript.</i>	5 points	_____	_____
3d. Bachelor's, Master's, or Doctorate Degree <i>Provide diploma or transcript.</i>	10 points	_____	_____
3e. NEMCI Institute Certificate of Completion <i>Provide certificate.</i>	5 points	_____	_____
3f. IIMC CMC Certification <i>Provide certificate.</i>	5 points	_____	_____
3g. IIMC MMC Certification <i>Provide certificate.</i>	10 points	_____	_____
3h. Athenian Fellowship <i>Provide certificate.</i>	2 points	_____	_____

SECTION 4: PROFESSIONAL SERVICE

Service must be related to municipal clerk duties and must be earned after the date your most recent VMCTA certification was submitted (January 31 or July 31). Eligibility is determined by the Committee.

EXPERIENCE	VALUE	POINTS	REVIEW
4a. VMCTA Board or Committee (appointment) <i>Provide appointment letter from VMCTA President.</i>	1 point/year (Max 10)	_____	_____
4b. Board or Committee (attendance) <i>Can be any Board or Committee related to clerk's duties. Provide minutes showing attendance.</i>	1 point/meeting	_____	_____
4c. Card Day, Town Fair or Local Government Day <i>Provide letter from event organizer.</i>	1 point/year	_____	_____
4d. Presenter at an in-person training <i>Provide certificate or agenda/presentation materials with date and location.</i>	5 points/training	_____	_____
4e. Presenter at a Roundtable or First Thursday <i>Provide certificate or agenda/presentation materials with date and location.</i>	2 points/training	_____	_____
4f. VMCTA Official Mentor <i>Provide a copy of the mentor list on the VMCTA website.</i>	1 point/year	_____	_____
4g. Testifying at the Legislature <i>Provide a letter from the VMCTA Legislative Committee Chair confirming the dates and topics of your testimony.</i>	1 point/testimony (Max 5)	_____	_____
4h. Other professional service to the VMCTA <i>Provide letter from VMCTA chair or President. Examples: Listserv administrator, website maintenance, writing VMCTA book, etc.</i>	1 point/year	_____	_____

SECTION 5: PAYMENT

(Required)

Include a \$35 check payable to VMCTA.

SECTION 6: CERTIFICATION

(Required)

I certify the following:

- *I am an active VMCTA member and my annual dues are paid.*
- *I have included all required documentation, labeled with section numbers.*
- *I have met all basic requirements in Section 1.*
- *I have earned the following points:*

_____ *Continuing Education (30 points required)*

_____ *Experience*

_____ *Professional Service*

_____ ***Total points (60 points required)***

Applicant's Signature

Date

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Date Received: _____

Reviewed by: _____

Application Status: Approved

Denied

Date Approved: _____

Date Informed Applicant of Denial: _____

Reasons for Denial: _____