



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

Application for Certification

CERTIFIED VERMONT CLERK – ADVANCED LEVEL 1

INSTRUCTIONS

- Type or clearly print all information on application form.
- Highlight your name on minutes, and the class name and hours on each document.
- 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.
- 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 additional continuing education.
- Submission Options: Scan the PDF of complete application and email it to vmctassociation@gmail.com, OR mail a paper application organized in a 3-clasp report cover to:
Sara Haskins
PO Box 748
Morrisville, VT 05661.
- Mail \$35 check made payable to VMCTA to:
Susan McNamara-Hill
2 Lincoln Street
Essex Junction, VT 05452
- **DEADLINE:** Applications must be submitted via email or be postmarked by **January 31 or July 31**.

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:***A minimum of six (6) full years required.*

1b. Date you became a Certified Vermont Municipal Clerk:

1c. Payment*Mail a \$35 check payable to VMCTA directly to the Treasurer (see instructions).*

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.***VALUE****HOURS/POINTS****REVIEW****2. Courses**

2 hours/1 point

_____/____

*Provide certificates, verification forms, or other proof of attendance.***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.***VALUE****POINTS****REVIEW****3a. Municipal Clerk/Assistant Clerk Service**

4 points/full year (Max 20)

*Provide town report pages or oaths of office.***3b. Other Related Municipal Experience**

1 point/full year (Max 8)

*Provide town report pages or oaths of office.****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 the Committee.***3c. Associate Degree**

5 points

*Provide diploma or transcript.***3d. Bachelor's, Master's, or Doctorate Degree**

10 points

*Provide diploma or transcript.***3e. NEMCI Institute Certificate of Completion**

5 points

Provide certificate.

	VALUE	POINTS	REVIEW
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.

	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 Meeting (attendance) <i>Can be any Board or Committee related to Clerk's duties. Provide minutes showing attendance, letter from Committee chair showing meeting times or sworn affidavit of attendance.</i>	1 point/meeting	_____	_____
4c. Service to the Municipal Clerk Profession <i>Applies to unique achievements, projects, or leadership roles benefiting the municipality, VMCTA, or profession that go above and beyond standard committee attendance (e.g., listserv admin, website maintenance, handbook writing, Town Fair booth, legislative advocacy). Provide proof of service, such as official logs, event programs, or letters of attestation explicitly verifying your active role and time commitment.</i>	1 point/year or event	_____	_____
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	_____	_____

SECTION 5: 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 attended the submitted courses and 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: _____

Application Status: ☐ Approved

Date Approved: _____

Reasons for Denial: _____

Reviewed by: _____

☐ Denied

Date Informed Applicant of Denial: _____