



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

Application for Certification

CERTIFIED VERMONT CLERK - (CVC)

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.
- Submit **no more than 45 total points** of documentation.
- **Minimum Required Points:**
 - Complete all basic requirements in **Section 1**.
 - Earn at least **40 total points**, including:
 - **20 points** from continuing education (Section 2)
 - **20 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 three (3) full years required.</i>	_____	_____
1b. VMCTA Spring Training attended (<i>required starting Jan 1, 2027</i>) <i>Must include all Clerk courses. Provide certificates.</i>	_____	_____
1c. Mandatory Courses: <i>VMCTA Annual Fall Conference only; offered every other year) Provide certificates for all four courses:</i>		
Elections	_____	_____
Municipal Law	_____	_____
Recording Land Records	_____	_____
Records Management or Vital Statistics	_____	_____

SECTION 2: CONTINUING EDUCATION**(20 Points Required)***Courses must relate to municipal clerk duties. Eligibility is determined by the Committee.*

EXPERIENCE	VALUE	HOURS/POINTS	REVIEW
2. Courses <i>Provide certificates, verification forms, or other proof of attendance. Does not include mandatory courses listed in Section 1.</i>	1 point/2 hours	_____/____	_____

SECTION 3: EXPERIENCE*Experience points may be used for **only one** certification level. 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. 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.</i>	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 relate to municipal clerk duties. 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. 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: SPONSOR LETTER

(Required)

Include a letter of support from a government official or peer.

SECTION 6: PAYMENT

(Required)

Include a \$35 check payable to VMCTA.

SECTION 7: 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 (20 points required)
 _____ Experience
 _____ Professional Service
 _____ **Total points (40 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: _____