



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

Application for Certification

CERTIFIED VERMONT CLERK - (CVC)

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 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 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)****1a. Date you became a Vermont Municipal Clerk or Assistant Clerk:***A minimum of three (3) full years required.***DATE****REVIEW**

1b. VMCTA Spring Fundamentals Training *(required starting Jan 1, 2027)**Offered in two locations each Spring. Provide one certificate for each of the three required courses. If you take the class multiple times use the additional certificates in Section 2.*

Clerk 101

Elections 101

Land Records 101

1c. Mandatory Courses*Offered every other year only at the VMCTA Annual Fall Conference. Provide one certificate for each of the four required courses. If you take the class multiple times use the additional certificates for points in Section 2.*

Elections

Municipal Law

Recording Land Records

Records Management or Vital Statistics

1d. Sponsor Letter*Include a letter of support from a municipal official.*

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

SECTION 2: CONTINUING EDUCATION**(20 Points Required)***Courses must relate to municipal clerk duties. 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.**Does **not** include mandatory courses used in Section 1.*

SECTION 3: EXPERIENCE

Experience points may be used for **only one** certification level. Eligibility is determined by the Committee.

	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 the Committee.	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.

	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	_____	_____

	VALUE	POINTS	REVIEW
4c. Service to the Municipal Clerk Profession	1 point/year or event	_____	_____
<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>			

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 (20 points required)

_____ Experience

_____ Professional Service

_____ **Total points (40 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: _____