



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

Application for Certification

CERTIFIED VERMONT TREASURER (CVT)

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 Treasurer or ☐ Assistant Treasurer

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 1: BASIC REQUIREMENTS**(Required)****1a. Date you became a Vermont Municipal Treasurer or Assistant Treasurer:***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.*

Treasurer 101

Policies 101

Tax Collection 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.*

Principles of Banking

Cash Management

Municipal Accounting

Tax Collections

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 treasurer 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 Treasurer/Assistant Treasurer Service 4 points/full year (Max 20) <i>Provide town report pages or oaths of office.</i>		_____	_____
3b. Other Related Municipal Experience 1 point/full year (Max 8) <i>Provide town report pages or oaths of office.</i> Applicable Offices include Town Clerk, Assistant Town Clerk, School District Clerk, Justice of the Peace, Lister, 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 <i>Provide diploma or transcript.</i>		_____	_____
3d. Bachelor's, Master's, or Doctorate Degree 10 points <i>Provide diploma or transcript.</i>		_____	_____
3e. Degree in Accounting or Finance 5 points <i>Provide diploma or transcript.</i>		_____	_____
3f. GFOA CPFO Certification 10 points <i>Provide certificate.</i>		_____	_____

SECTION 4: PROFESSIONAL SERVICE

Service must relate to municipal treasurer duties. Eligibility is determined by the Committee.

	VALUE	POINTS	REVIEW
4a. VMCTA Board or Committee (appointment) 1 point/year (Max 10) <i>Provide appointment letter from VMCTA President.</i>		_____	_____
4b. Board or Committee Meeting (attendance) 1 point/meeting <i>Can be any Board or Committee related to Treasurer's duties. Provide minutes showing attendance, letter from Committee chair showing meeting times or sworn affidavit of attendance.</i>		_____	_____
4c. Service to the Municipal Treasurer 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: _____

Reviewed by: _____

Application Status: ☐ Approved

☐ Denied

Date Approved: _____

Date Informed Applicant of Denial: _____

Reasons for Denial: _____