



# VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

## Application for Certification

### CERTIFIED VERMONT TREASURER – 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](mailto: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 Treasurer or  Assistant Treasurer  
 Mailing Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### SECTION 1: BASIC REQUIREMENTS

(Required)

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

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

*Courses must relate to municipal treasurer 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
<b>2. Courses/Workshops</b> <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
<b>3a. Municipal Treasurer/Assistant Treasurer Service</b> <i>Provide town report pages or oaths of office.</i>	4 points/full year (Max 20)	_____	_____
<b>3b. Other Related Municipal Experience</b> <i>Provide town report pages or oaths of office.</i> <i><b>Applicable Offices</b> includes 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 Executive Board.</i>	1 point/full year (Max 8)	_____	_____
<b>3c. Associate Degree</b> <i>Provide diploma or transcript.</i>	5 points	_____	_____
<b>3d. Bachelor's, Master's or Doctorate Degree</b> <i>Provide diploma or transcript.</i>	10 points	_____	_____
<b>3e. Degree in Accounting or Finance</b> <i>Provide diploma or transcript.</i>	5 points	_____	_____
<b>3f. GFOA CPFO Certification</b> <i>Provide certificate.</i>	10 points	_____	_____

## SECTION 4: PROFESSIONAL SERVICE

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

.....  
Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Application Status:  Approved

Denied

Date Approved: \_\_\_\_\_

Date Informed Applicant of Denial: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_