



**MTCMA**  
Maine Town, City and County  
Management Association  
A State Affiliate of ICMA

- ☐ Certification
- ☐ Re-Certification
- ☐ Lifetime \*See below

## **CERTIFIED MUNICIPAL/COUNTY MANAGER - APPLICATION FORM**

Please fill in the following questionnaire completely to aid in consideration of your application. PLEASE PRINT. Deadline for application acceptance: May 31st. Any applications received after May 31st will be considered for the following year, as awards are presented annually at the New England Management Institute.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Present Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Years in present position: \_\_\_\_\_

Years in Municipal/County Gov't: \_\_\_\_\_

### **EDUCATION**

Institution

Degree Obtained

Graduation Date

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### **PREVIOUS EMPLOYMENT**

Position

Location

Length of Service

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### **PROFESSIONAL CERTIFICATIONS**

(Certified Assessor, Chief of Police, Plumbing Inspection, etc.)

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The criteria for certification requires active and direct participation in activities of at least 240 hours during the prior three (3) years from the date of this application with no more than 160 hours in either of the following categories:

1. Professional Association or Intergovernmental Services and Participation
2. Development of General Administrative/Management Skills

### **1. Professional Association or Intergovernmental Services and Participation.**

Includes service as an officer of a national, state or regional association, service on a committee or task force or active participation in regularly scheduled events or of any professional association for public managers. Also includes service on a committee or advisory board of a regional, state or federal government organization or institution only where such service is not considered a requirement for the continuing employment of the chief administrative officer. Please provide the published name, the actual dates of attendance and the actual number of hours of active and direct participation in each activity. A minimum of 80 hours required with no more than 160 hours total for this section.

ACTIVITY	DATES	HOURS OF PARTICIPATION	COMMENTS
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**TOTAL NUMBER OF HOURS** \_\_\_\_\_

### **2. Development of General Administrative/Management Skills**

Includes such educational areas as university or college courses, national or state league or association seminars (ICMA, MMA, BPA, etc.) or authorship of any articles or other form of organized information dissemination related to administrative or government management. Please provide the published name of any course or seminar attended, the sponsoring organization and the number of hours of active and direct participation. The name of the publishing organization for authored articles or the sponsor for a presentation of information should be provided under "comments." A minimum of 80 hours required with no more than 160 hours total for this section. Applicants must have 64 hours of educational courses meeting each of the categories below (figure next to category indicates minimum number of hours allowed for that category):

Leadership 16	EOW/Elected Relations 4	Finance Budget 16
Human Resources 16	Legal 8	Ethics 4


**TOTAL NUMBER OF HOURS** \_\_\_\_\_

### 3. Manager as Educator

(Minimum 8 Hours of providing education to the public or Peers/Civic Organization)

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TOTAL NUMBER OF HOURS

#### **\*LIFETIME CERTIFICATION**

*Certified members (25 or more years' experience) with the Maine Town, City & County Management Association are entitled to Lifetime Certification, subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA. The Membership Committee shall review all Managers who have met the initial requirements of certification and/or recertification and shall recommend lifetime certification until three (3) years after their retirement subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA.*

# **FOR COMMITTEE USE ONLY**

NAME: \_\_\_\_\_

½ day = 4 hours

MUNICIPALITY/COUNTY: \_\_\_\_\_

1 day = 8 hours

## **MTCMA CERTIFICATION TALLY SHEET**

1. Professional Association or Intergovernmental Services and Participation: (This includes service as an officer of a national, state or regional Association - also includes service on a committee or an advisory board of a regional , state or federal government organization only if it is not considered a requirement of your position):

ACTIVITY	DATES	HRS. SPENT	SPONSOR	COMMENTS
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**\* TOTAL HOURS SPENT** \_\_\_\_\_

2. Development of General Administrative/Management Skills: (This includes courses/sessions attended - MMA Convention, BPA programs, Annual Tax Collectors'/Treasurers' School, ICMA seminars, the "Lamont Cranston" Program. Also include here if you are the author of a published article):

ACTIVITY	DATES	HRS. SPENT	SPONSOR	COMMENTS
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**\* TOTAL HOURS SPENT** \_\_\_\_\_

NOTE: 240 hours are required during a 3-year period, and no more than 160 hours in either category will be allowed.