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## **PROCEDURE TO BECOME A CERTIFIED MUNICIPAL/COUNTY MANAGER**

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### **Introduction**

The following is a discussion and questionnaire of the method used to become a Certified Municipal/County Manager in Maine. The Association encourages any criticism, comments or suggestions to aid in improvement of this procedure.

The basis for qualification to become a Certified Municipal/County Manager is found in the Bylaws of the Maine Town, City and County Management Association, specifically Article XI. For the most part, Article XI is discussed herein, but for a more complete explanation of the process, one should read the MTCMA Bylaws.

### **Philosophy**

The reasons for becoming a Certified Municipal/County Manager are many and varied, each individual having unique aspirations and backgrounds; but a common thread running through each application should be a desire for furthering one's own personal and professional development.

Professional development comes about through the giving and gathering of information. It requires a process whereby an individual contributes to others in the profession while gaining greater personal skills, knowledge and ability. Both the giving and the gathering of information contributes to an individual's professional development.

The MTCMA has developed a certification procedure that not only gives recognition for past achievement, but also provides encouragement for future professional and personal development.

#### **1. Who will review and approve my application to become a Certified Municipal County Manager?**

*Members of the Professional Development Committee will review each application and make a recommendation on certification. If denied certification, a written explanation on a "tally sheet" can be made available to help better understand what was missing. If in disagreement with the decision, an appeal may be made to the full Executive Committee of the MTCMA within sixty (60) days from the date of the denial letter.*

#### **2. What criteria will be used as a basis for my certification as a Municipal/County Manager?**

- I.** *At least five (5) years experience as a Chief Administrative Officer in a local or county governmental jurisdiction with at least three (3) years experience in one community; or*

*have a Bachelor's Degree in a management related field from a recognized institution of higher learning with three (3) years experience in a local or county government jurisdiction, two (2) years of which shall have been in one community; or have a Master's Degree in a management related field from a recognized institution of higher learning with two (2) years experience, all of which shall have been in one community; or have an Associate Degree in a management related field with four (4) years experience, two of which have been in one community.*

**II.** *In order to apply for certification, one must have full corporate membership status in the Maine Town, City and County Management Association.*

**III.** *Additional requirement of documented participation in a total of 240 hours of training or service, with no more than 160 hours in either. From that 240 hours, document at least 80 hours of training over a three year period, at least 80 hours of intergovernmental or other professional service and at least 8 hours of teaching to the public or peers over that same three-year period. Please see the application for further guidance.*

**3. Who should apply for certification?**

*The Maine Town, City and County Management Association encourages all full corporate members to undergo the process of certification as soon as possible.*

**4. How long will certification last?**

*Certification as a Certified Municipal / County Manager will last for three (3) years. It is felt that the certification process should be viewed as an ongoing review of one's personal and professional growth. Initial application will emphasize past experience as a Public Administrator, and recent activity will emphasize an applicant's ability to substantiate a credibility of the past.*

*Lifetime members (25 or more years) of the Maine Town & City Management Association are entitled to Lifetime Certification, subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA.*

**5. How will the process of certification work?**

*The initial step in becoming a Certified Municipal / County Manager is to completely fill out the Certified Municipal / County Manager Application Form, and send this to the Association (MTCMA, 60 Community Drive, Augusta, Maine 04330).*

*The Professional Development Committee will meet annually prior to the New England Management Institute to review applications and certify individuals as Certified Municipal / County Managers. If you are a successful applicant, your certification is valid for three years.*

**Deadline for application acceptance: July 15th. Any application received after July 15th will be considered for the following year, as awards are presented at the New England Management Institute.**