

MTCMA Certification – Course Credit Information

2018

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories							Professional Development	Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
MMA	12/11/18	Managing Freedom of Access Requests					2.5				
MMA	11/8/18	Supervisors’ Boot Camp			4.0						
MMA	11/1/18	Basic Municipal Budgeting		5.75							
MTCMA Institute	8/10/18	“So You Think You’re Having A Bad Day?”					.75				
MTCMA Institute	8/10/18	Union Negotiations: Best Practices			1	1		1			
MTCMA Institute	8/10/18	How to Save Money on Road Preservations		1							
MTCMA Institute	8/10/18	Defining Unlawful Harassment and Discrimination: What is Unlawful and What is Just Inappropriate			1	1		1			
MTCMA Institute	8/9/18	Idea Exchange & Discussion on Future Trainings	.75			.75					
MTCMA Institute	8/9/18	Vibrant Communities	.75	.75							
MTCMA Institute	8/9/18	Effective Municipal Communications			1.25	1.25		1.25			
MTCMA Institute	8/9/18	The Project Process		.75							
MTCMA Institute	8/8/18	Bringing Broadband to Every Community in Maine: How Providers, Municipalities, and Other Organizations Can Work Together to Get the Job Done		.75							
MTCMA Institute	8/8/18	Community Heart & Soul® Program	.75								

Updated: 6-21-18

MTCMA Certification – Course Credit Information

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MTCMA Institute	8/8/18	Women in Government	.75		.75						
MTCMA Institute	8/8/18	Assessing Cyber Threats and Preventing Fraud	.75								
MTCMA Institute	8/8/18	From the Playground to the Workplace: How Bullying Behavior Impacts Morale and Productivity			.75	.75		.75			
MTCMA Institute	8/8/18	Keynote Address: Informed Citizens: The Role of Public Media in Maine	1.5								
MMA	7/30/18	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0			6.0			
MMA	7/10/18	Legal Update of Recreational Marijuana						2.5			
MMA & MTCMA	6/26/18	New Managers Workshop – MTCMA Senior Advisor and Ambassador Program	.50								
MMA & MTCMA	6/26/18	New Managers Workshop – Personnel Management	.50		.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Code of Ethics				.50					
MMA & MTCMA	6/26/18	New Managers Workshop – Legal Framework						1.0			
MMA & MTCMA	6/26/18	New Managers Workshop – Maine Municipal Employees Health Trust			.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Risk Management Services			.50						

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MMA & MTCMA	6/26/18	New Managers Workshop – Communication & Educational Services			.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Legislative Update	.75								
MMA & MTCMA	6/26/18	New Managers Workshop – Top Ten Leadership Practices for Managers	.75								
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	MainePERS: Times Are a Changin’			1						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Positioning People to Excel	1								
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Emerging Issue: Sexual Harassment			1			1			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Recruiting the Future: Hometown Careers	1		1						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Recognizing Signs of Employee Impairment			1			1			
MMA, MTCMA, & MLGHRA – Municipal	6/24/18	Support Our Troops through USERRA	1		1						

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HR & Management Conf.											
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Quality Updates to MMA’s Salary Survey Tool			1						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	The Impact of a Rising Minimum Wage			1						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Maine Veterans’ Services: Points of Access			1						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Handling Employment Claims			1			1			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Using Technology – In the Appropriate Ways			1			1			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	How Full is your Bucket?	1		1						
Build Maine Conference	6/14/18	Build Maine Conference – Day 2							5		
MMA	6/5/18	Meet the Grant Funders		3.5							
MMA	5/30/18	How to Lead Effective Meetings	6.0								

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MMA	5/16/18	Managing Freedom of Access Requests					2.5				
MAAO, MMA, MTCMA	5/1/18	Board of Assessment Review	2.0	2.0				2.0			
Municipal Technology Conference	4/27/18	Keynote Address: Protect Thyself: Assessing Cyber Threats and Preventing Fraud	.75			.75		.75			
Municipal Technology Conference	4/27/18	Workplace Technology: Keeping it Appropriate			1			1			
Municipal Technology Conference	4/27/18	How to Save Money and Conserve Energy with LED Street Lights	1	1							
Municipal Technology Conference	4/27/18	Back to Basics: Setting Up Your Municipal Office Suite		1							
Municipal Technology Conference	4/27/18	Energy Competence: Your Municipality's Most Important Skill	1	1							
Municipal Technology Conference	4/27/18	Unmanned Aircraft Programs and Potential Municipal Uses	1								
Municipal Technology Conference	4/27/18	FirstNetME: Broadband Support for First Responders	1								
Municipal Technology Conference	4/27/18	Legal Considerations Regarding the Regulation of Aerial Drones						1			
MWDA Spring Training Seminar	4/23/18	Legislative Updates						.75			

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
MWDA Spring Training Seminar	4/23/18	GA- A Clients Experience	.75								
MWDA Spring Training Seminar	4/23/18	Taking Your True Colors to Work	1.25								
MWDA Spring Training Seminar	4/23/18	Law Enforcement Professionals – A True Story								1.5	
MWDA Spring Training Seminar	4/23/18	Managing Stress			1.5						
MWDA Spring Training Seminar	4/24/18	DHHS – Common Hotline Questions						.5			
MWDA Spring Training Seminar	4/24/18	Adult Protection & Mental Health								.75	
MWDA Spring Training Seminar	4/24/18	Evictions & Housing Challenges						1			
MWDA Spring Training Seminar	4/23/18	Adult Protection & Mental Health							.75		
MWDA Spring Training Seminar	4/23/18	Hoarding	1.25								
MWDA Spring Training Seminar	4/23/18	Fair Hearings	.75								
MWDA Spring Training Seminar	4/23/18	Law Enforcement Professionals								1.5	
MWDA Spring Training Seminar	4/23/18	Fraud						1.5			
MTCMA Interchange	3/16/18	Creating a Positive Work Culture	1.5		1.5						
MTCMA Interchange	3/16/18	Success by Mistake: Bangor’s Experience with Social Media	1.5			1.5					
MTCMA Interchange	3/16/18	Social Styles	1.5		1.5						
MTCMA Interchange	3/16/18	MMA Legislative Update	.75				.75	.75			

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
MTCMA Interchange	3/16/18	Institute Brainstorming Session	.75				.75	.75			
MMA	3/7/18	Basic Municipal Budgeting		5.75							

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2017

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/8/17	Leadership Exchange – “Coming and Going: Attracting New Municipal Managers and Preparing for Retirement”	5.5		5.5				
MMA & MTCMA	10/27/17	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0			6.0	
MMA Convention	10/5/17	Dr. Scott Paine – mission Impossible? Making Sense of Today’s Political Landscape	1.25				1.25		
MMA Convention	10/5/17	Portland’s Experience With Ranked Choice Voting					1.25		
MMA Convention	10/5/17	Changing Zoning Rules – The Open Way	1.25						
MMA Convention	10/5/17	Why are Prescription Drugs So Expensive?		1.25					
MMA Convention	10/5/17	Law Enforcement Accreditation	1.25						
MMA Convention	10/5/17	SPECIAL SESSION: Legal Marijuana, Part 1						1.00	
MMA Convention	10/5/17	Navigating Employment Practices Liability			1.00			1.00	
MMA Convention	10/5/17	SPECIAL SESSION: Legal Marijuana, Part 2						1.00	
MMA Convention	10/5/17	Calling Young Leaders	1.00						
MMA Convention	10/5/17	The Law Court’s Frustration with Municipal Land Use Ordinances – Where do We Go From Here?						1.00	
MMA Convention	10/5/17	Right To Know						1.00	

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA Convention	10/4/17	The Next Generation: Understanding > Stereotyping	1.25		1.25				
MMA Convention	10/4/17	Making great Hires	1.25		1.25				
MMA Convention	10/4/17	Roads, Bridges and Culverts: The Real Stuff		1.25					
MMA Convention	10/4/17	MMA Annual Business Meeting	1.0						
MMA Convention	10/4/17	Budgets & Taxes: Addressing Change & Challenges	1.0	1.0					
MMA Convention	10/4/17	Coastal Resiliency – Identifying and Managing Weather Related Risks		1.0					
MMA Convention	10/4/17	Budgets & Taxes: Growth Communities	1.25	1.25					
MMA Convention	10/4/17	Confronting the Opioid Epidemic	1.25					1.25	
MMA Convention	10/4/17	Are Your Sign Regulations Legal?						1.25	
MTCMA Institute	08/11/17	Developing Your Personal Employment Agreement			1.25				
MTCMA Institute	08/11/17	Idea Exchange	1.25			1.25			
MTCMA Institute	08/10/17	Unions and the Collective Bargaining Process: Tips, Traps and Theories			1.5			1.5	
MTCMA Institute	08/10/17	How to Save Money on Road Preservations		1.5					
MTCMA Institute	08/10/17	Time for a Change? Marketing Yourself through Resume Building, Cover Letters and Interviewing			1.0				
MTCMA Institute	08/09/17	Keynote Address: Changing Municipal Workforce	1.5						

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	08/09/17	Municipal Interns Panel			1.25				
MTCMA Institute	08/09/17	Legal Challenges Posed by the Changing Workforce			1.0			1.0	
MTCMA Institute	08/09/17	The Future is Now: Gen X, Gen Y and Millennials in Today's Municipal Workplace	1.25		1.25				
MMA & MTCMA	6/28/17	Grant Writing for Municipal Programs and Projects		7.0					
New Managers Workshop	6/27/17	Communication & Educational Services			.50				
New Managers Workshop	6/27/17	Legislative Update	.50						
New Managers Workshop	6/27/17	MTCMA Senior Advisor and Ambassador Program	.50						
New Managers Workshop	6/27/17	Personnel Management	.50		.50				
New Managers Workshop	6/27/17	Code of Ethics				.50			
New Managers Workshop	6/27/17	Legal Framework						1.0	
New Managers Workshop	6/27/17	Maine Municipal Employees Health Trust			.50				
New Managers Workshop	6/27/17	Risk Management Services			.50				
HR Conference	6/15/17	Successful Living in a Guerrilla World	1.0						
HR Conference	6/15/17	Marijuana in the Work Place			1.0				
HR Conference	6/15/17	GASB and – the Last Gasp?		1.0	1.0				
HR Conference	6/15/17	Freeport: A Hands-On Succession Case Study	1.0						
HR Conference	6/15/17	The Smart Approach to Union Negotiations			1.0			1.0	
HR Conference	6/15/17	Social Media Dos and Don'ts	1.0		1.0				
HR Conference	6/15/17	Ethics in the Workplace				1.0			
HR Conference	6/15/17	Defensible Documentation			1.0			1.0	
HR Conference	6/15/17	Best Employment Practices – and a New Hotline			1.0			1.0	

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
HR Conference	6/15/17	Building a Discrimination Free Work Environment			1.0			1.0	
HR Conference	6/15/17	Live Demonstrations: The ‘New’ MMA Salary Survey	1.0		1.0				
HR Conference	6/15/17	HIPAA for Municipalities, A-Z			1.0	1.0		1.0	
MMA & MTCMA	6/8/17	Basic Municipal Budgeting		5.75					
MMA & MTCMA	5/23/17	Running Effective Meetings	6.0						
MMA & MTCMA	5/11/17	Boards of Assessment Review	2.0	2.0				2.0	
Municipal Technology Conference	5/11/17	Keynote Address – Change Just Won’t Quit: Deal With It	.75						
Municipal Technology Conference	5/11/17	Up Time All the Time: Doing Business in the Cloud	1.0	1.0					
Municipal Technology Conference	5/11/17	The Law and Protecting HIPPA Data			1.0			1.0	
Municipal Technology Conference	5/11/17	Maine’s Cyber Threat Landscape	1.0						
Municipal Technology Conference	5/11/17	Mobile Security & Forensics	1.0		1.0				
Municipal Technology Conference	5/11/17	Budgeting: How to Set Up Your Town Office, Cost Effectively		1.0					
Municipal Technology Conference	5/11/17	Social Media Dos and Don’ts			1.0	1.0		1.0	
Municipal Technology Conference	5/11/17	Budgeting: How to Save Money in IT		1.0					
MWDA Spring Seminar	5/2/17	Career Center	1.0						
MWDA Spring Seminar	5/2/17	New Aspire (Fed Cap)	.45						
MWDA Spring Seminar	5/2/17	Roundtables	1.15						
MWDA Spring Seminar	5/2/17	Evictions						1.0	
MWDA Spring Seminar	5/2/17	Under the Influence - Marijuana & Beyond						1.3	

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MWDA Spring Seminar	5/1/17	Professional Development – True Colors	1.5						
MWDA Spring Seminar	5/1/17	Basic Application		1.25					
MWDA Spring Seminar	5/1/17	Fraud & Appeals						.45	
MWDA Spring Seminar	5/1/17	Panel Q & A	1.0						
MWDA Spring Seminar	5/1/17	How Full is Your Bucket?	1.0						
MMA & MTCMA	4/11/17	Roles of Elected Officials & Municipal Managers					4.0		
MMA & MTCMA	3/28/17	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0				6.0
MTCMA Interchange	3/24/17	Keynote Presentation: Bill Efting, Retired Town Manager, Frisco, CO	1.75						
MTCMA Interchange	3/24/17	Tom Mourmouras, Fiscal Therapy Financial		.75					
MTCMA Interchange	3/24/17	Lt. John Kilbride, Falmouth Police Department	.50						.50
MTCMA Interchange	3/24/17	Legal Updates with Leah Rachin & Durward Parkinson, Attorneys, Bergen & Parkinson LLC and Ted Kelleher & Amy Tchao, Attorneys, Drummond Woodsum			1.50				1.50
MTCMA Interchange	3/24/17	Panel Discussion		1.0	1.0				1.0
MTCMA Interchange	3/24/17	MMA Legislative Update with Geoff Herman, Director, State & Federal Relations, MMA	.75					.75	.75
MMA & MTCMA	3/21/17	Aerial Drones and the Current Legal Landscape							2.0
MMA & MTCMA	3/13/17	Managing Freedom of Access Requests					2.50		
MMA & MTCMA	2/28/17	Lifting the Haze: Marijuana & Legal Considerations							5.0

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	

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2016

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/09/16	ICMA Workshop—Essential Management Skills	2.5			2.5			
MTCMA Joint Workshop	12/09/16	Trouble in the Presidentials: What a Mountaineering Accident Can Teach Us About Leadership and Managing Risk	2.5						
MMA	10/24/16	Verbal Judo	6.00		6.00			6.00	
Jensen Baird Gardner Henry	10/20/16	Municipal Law for Town & City Managers: Understanding the Fundamental Legal Issues Related to Local Government						7.50	
MMA Convention	10/6/16	The Future of the University of Maine System	1.25						
MMA Convention	10/6/16	Lewiston-Auburn Merger: What Lies Ahead?	1.25	1.25				1.25	
MMA Convention	10/6/16	Making Healthy Downtowns a Reality	1.25	1.25					
MMA Convention	10/6/16	Addressing, Acquiring Properties with Unpaid Taxes	1.25	1.25				1.25	
MMA Convention	10/6/16	An Active Shooter in Your Community	1.0					1.0	
MMA Convention	10/6/16	Active Shooter: Tactical Instruction	1.0					1.0	
MMA Convention	10/6/16	Municipal Impact of New Overtime Rules	1.0	1.0				1.0	
MMA Convention	10/6/16	Street Lights and Your Community	1.0	1.0					
MMA Convention	10/6/16	Active Shooter: Tactical Instruction (cont.)	1.0					1.0	
MMA Convention	10/6/16	Right to Know						1.0	
MMA Convention	10/6/16	Demonstrating the 2016 Municipal Salary Survey	1.0	1.0					

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA Convention	10/6/16	ADA Requirements for Local Government Public Projects	1.50					1.50	
MMA Convention	10/5/16	The ‘Open’ Revolution	1.25						
MMA Convention	10/5/16	Cutting Edge Energy Projects	1.25	1.25					
MMA Convention	10/5/16	Elder Scams	1.25					1.25	
MMA Convention	10/5/16	Medical Marijuana in the Workplace	1.25		1.25			1.25	
MMA Convention	10/5/16	MMA Annual Business Meeting	1.0						
MMA Convention	10/5/16	Trees Everywhere: What’s the Future of Our Forests?	1.0	1.0					
MMA Convention	10/5/16	Making Good Employee Leave Decisions			1.0			1.0	
MMA Convention	10/5/16	Setting MMA’s 2017 Legislative Priorities	1.25						
MMA Convention	10/5/16	Following the Money: How Retail is Changing	1.25	1.25					
MMA Convention	10/5/16	Making Your Comp Plan Meaningful	1.25						
MTCMA Institute	8/10/16	Keynote Address: Lessons from a Millennial Mayor	1.25						
MTCMA Institute	8/10/16	Generation Next: Succession Planning for Communities, Keeping and Attracting Young People to Maine	1.50						
MTCMA Institute	8/10/16	Trends in Ethics for City Management			1.0	1.0			
MTCMA Institute	8/10/16	Trends in Ethics for City Management			1.25	1.25			
MTCMA Institute	8/10/16	Designing, Developing and Implementing Successful Internships	1.50		1.50			1.50	
MTCMA Institute	8/10/16	Panel: MTCMA Sponsors Reflect on “Generation Next”	1.25	1.25				1.25	
MTCMA Institute	8/10/16	Idea Exchange (Other category credits – TBD 7-15-16)	1.25						
New Managers Workshop	6/21/16	MTCMA Senior Advisor and Ambassador Program	.50						

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			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
New Managers Workshop	6/21/16	Personnel Management	.50		.50				
New Managers Workshop	6/21/16	Code of Ethics				.50			
New Managers Workshop	6/21/16	Legal Framework						1.0	
New Managers Workshop	6/21/16	Maine Municipal Employees Health Trust			.50				
New Managers Workshop	6/21/16	Risk Management Services			.50				
New Managers Workshop	6/21/16	Communication & Educational Services			.50				
New Managers Workshop	6/21/16	Legislative Update	.50						
HR Conference	6/7/16	What is the Future of Maine Retirement?			1.0				
HR Conference	6/7/16	Creating a Safe Workplace			1.0				
HR Conference	6/7/16	Defensible Documentation			1.0			1.0	
HR Conference	6/7/16	Social Media Dos and Don'ts	1.0		1.0				
HR Conference	6/7/16	How to Plan for a Maine Department of Labor Inspection	1.0		1.0				
HR Conference	6/7/16	Yes, Here's Another Update on the ACA			1.0				
HR Conference	6/7/16	Collective Bargaining	1.0		1.0			1.0	
HR Conference	6/7/16	Making Great Hires	1.0						
HR Conference	6/7/16	Creating, Maintaining a Healthy Worksite Wellness Program			1.0				
HR Conference	6/7/16	How to Keep Employment Practices 'Discrimination Proof'			1.0			1.0	
HR Conference	6/7/16	Stretching in the Workplace			1.0				
HR Conference	6/7/16	Common Supervisor Pitfalls & How to Avoid Them	1.0		1.0			1.0	
HR Conference	6/7/16	2016 MMA Salary Survey: An Update	1.0		1.0				
MAAO	5/24/16	Boards of Assessment Review Workshop	2.0	2.0				2.0	

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Municipal Tech Conference	5/5/16	Keynote Address – Change is Inevitable. Growth is Optional.	.75						
Municipal Tech Conference	5/5/16	Is the Cloud For You?		1.0					
Municipal Tech Conference	5/5/16	Maine’s Broadband Challenge	1.0						
Municipal Tech Conference	5/5/16	Building a Culture of Security	1.0	1.0					
Municipal Tech Conference	5/5/16	Making Sense of the Cloud	1.0	1.0					
Municipal Tech Conference	5/5/16	Streamlining Municipal Government through Location Awareness	1.0						
Municipal Tech Conference	5/5/16	New from Maine Municipal Association: IT Services to Help You	1.0						
Municipal Tech Conference	5/5/16	Low-Cost GIS for Maine Municipalities	1.0	1.0					
Municipal Tech Conference	5/5/16	Not Your Grandparents’ Libraries	1.0						
Municipal Tech Conference	5/5/16	Free Web Mapping Tools that Help Local Government	1.0	1.0					
MWDA Spring Training	4/25/16	GA Law Changes						.75	
MWDA Spring Training	4/25/16	GA Application with New Laws						.75	
MTCMA Interchange	3/25/16	MMA Legislative Update	.75				.75	.75	
MTCMA Interchange	3/25/16	Panel Presentation – Models & Tools that Support Aging in Place	1.25						
MTCMA Interchange	3/25/16	Panel Discussion – What’s Working in Maine	1.50						
MTCMA Interchange	3/25/16	Meeting the Challenges of a New Frontier	.75						

MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Interchange	3/25/16	Demographics and Maine’s Economic Future		.75					
Computer Security: Are You Really Protected?	3/15/16	Computer Security: Are You Really Protected?						4.00	
Effective Time Management	2/9/16	Effective Time Management	2.50						

MTCMA Certification – Course Credit Information

2015

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
Leadership Exchange	12/04/15	Joint Leadership Exchange workshop	2.75		2.5				
MMA Convention	10/8/15	Right to Know						1.00	
MMA Convention	10/8/15	Trends in Municipal Manager Searches			1.00				
MMA Convention	10/8/15	Conflicts of Interest: How and Why to Avoid Them					1.00	1.00	
MMA Convention	10/8/15	Effective Meeting Facilitation	1.25						
MMA Convention	10/8/15	Strategic Planning Done Right		1.25					
MMA Convention	10/8/15	Community Risk Reduction & Fire Safety	1.25	1.25					
MMA Convention	10/8/15	Killer Show: Lessons from the Station Nightclub Fire						1.25	
MMA Convention	10/7/15	The ABCs of Healthcare			1.25				
MMA Convention	10/7/15	Freedom of Access: How is it Working?						1.25	
MMA Convention	10/7/15	Talking to Municipal Managers about the Future of Assessing		1.00					
MMA Convention	10/7/15	Preparing for a DOL Safety Audit			1.00				
MMA Convention	10/7/15	MMA Annual Business Meeting	1.00						
MMA Convention	10/7/15	Credit Card Use: Growing & Inevitable		1.25					
MMA Convention	10/7/15	Municipal Collaboration: Real-Life Case Studies	1.25	1.25					
MMA Convention	10/7/15	Going Solo: A Demographic Sea Change	1.25						
MTCMA Institute	8/14/15	Dicing Up Ethics and the Hiring Process			1.25	1.25			
MTCMA Institute	8/14/15	Dicing Up Ethics and the Hiring Process (cont'd.)			1	1			
MTCMA Institute	8/13/15	“Prep” Now for a MHRC Complaint	1.50		1.50				

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MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	8/12/15	Cooking with Elected Officials	1.5				1.5		
MTCMA Institute	8/12/15	Strategic Planning: The Critical Ingredient	1.75				1.75		
MTCMA Institute	8/12/15	Strategic Planning: The Critical Ingredient (cont'd.)	1				1		
MTCMA Institute	8/12/15	Serving Up Civic Participation	1.25						
New Managers Workshop	06/23/15	MTCMA Senior Advisor and Ambassador Program	.5						
New Managers Workshop	06/23/15	Personnel Management	.5		.5				
New Managers Workshop	06/23/15	Code of Ethics				.5			
New Managers Workshop	06/23/15	Legal Framework						1	
New Managers Workshop	06/23/15	Maine Municipal Employees Health Trust			.5				
New Managers Workshop	06/23/15	Risk Management Services			.5				
New Managers Workshop	06/23/15	Communication & Educational Services			.5				
New Managers Workshop	06/23/15	Legislative Update	.5						
HR Conference (1 st Annual)	6/16/15	The Future of Health Care in Maine			1				
HR Conference (1 st Annual)	6/16/15	It's 2015! Are You Ready for ACA Reporting??			1				
HR Conference (1 st Annual)	6/16/15	The Aging Workforce: Challenges and Solutions			1				
HR Conference (1 st Annual)	6/16/15	Common Supervisor Pitfalls and How to Avoid Them			1			1	
HR Conference (1 st Annual)	6/16/15	When the FMLA, ADA & Worker's Comp Overlap			1			1	
HR Conference (1 st Annual)	6/16/15	Proven Legal Strategies in Handling Employment Discrimination Claims			1			1	
HR Conference (1 st Annual)	6/16/15	How to Plan for a Bureau of Labor Safety Inspection	1		1				

MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
HR Conference (1 st Annual)	6/16/15	Creating a Positive Work Culture	1						
HR Conference (1 st Annual)	6/16/15	HIPAA for Municipalities: From A to Z			1	1		1	
HR Conference (1 st Annual)	6/16/15	SustainABLE Maine			1			1	
HR Conference (1 st Annual)	6/16/15	Challenging Conversations – How To Do Them Right	1		1				
HR Conference (1 st Annual)	6/16/15	The Maine Tort Claims Act and Discretionary Function Immunity: A One Hour Primer			1			1	
Boards of Assessment Review	5/12/15	n/a	2	2				2	
Municipal Tech Conference	5/7/15	Keynote Address	.75						
Municipal Tech Conference	5/7/15	Five Key Principles in IT Budgeting		1					
Municipal Tech Conference	5/7/15	Critical Importance of Cyber Security		1					
Municipal Tech Conference	5/7/15	Asset Management and GIS		1					
Municipal Tech Conference	5/7/15	The Importance of Social Media	1						
Municipal Tech Conference	5/7/15	Social Media: Municipal Dos and Don'ts	1						
MTCMA Interchange	3/27/15	Safety Pays – How Claims Impact Costs		1	1				
MTCMA Interchange	3/27/15	How We Get Hurt – Yes, Most of the Time it's Your Fault		.75	.75				
MTCMA Interchange	3/27/15	Getting the Most out of Your Safety Program		.75	.75				

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MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Interchange	3/27/15	Understanding Safety & Health Compliance			.75			.75	
MTCMA Interchange	3/27/15	Creating & Maintaining Your Wellness Program	.75		.75				
MTCMA Interchange	3/27/15	Legislative Update	.75				.75	.75	

MTCMA Certification – Course Credit Information

2014

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/5/2014	The Future of Local Government Mgmt	4.0		4.0				
MMA Convention	10/2/14	Roselyn Connor – Leading at the Speed of Change	1.0		1.0				
MMA Convention	10/2/14	Effective Meeting Facilitation	1.25		1.25		1.25		
MMA Convention	10/2/14	Evaluating Municipal Managers			1.0		1.0		
MMA Convention	10/2/14	Updating the Affordable Care Act		1.0	1.0				
MMA Convention	10/1/14	Peter Kageyama-For the Love of Cities	1.25	1.25			1.25		
MMA Convention	10/1/14	Lessons from the Penn State Scandal	1.25		1.25			1.25	
MMA Convention	10/1/14	Showing Some Heart: Top Management Tips	1.0		1.0	1.0	1.0		
MMA Convention	10/1/14	Promise, Challenges of Municipal Collaboration	1.25	1.25				1.25	
MTCMA Institute	8/13-8/15/14	Reinvention Made Easy-Change Your Strategy, Change Your Results	1.5	1.5			1.5		
MTCMA Institute	8/13-8/15/14	Change Happens!	1.25	1.25			1.25		
MTCMA Institute	8/13-8/15/14	Ethics Learned the Hard Way, Part I				1.0			
MTCMA Institute	8/13-8/15/14	Ethics Learned the Hard Way, Part II				1.25			
MTCMA Institute	8/13-8/15/14	Wrongful Termination, Discrimination and Harassment in the Municipal Workplace			1.5			1.5	
MTCMA Institute	8/13-8/15/14	Network Safety and Security – Protecting Your Communications Resources	1.25	1.25					
MTCMA Institute	8/13-8/15/14	It Takes a Village – Part I	1.0						
MTCMA Institute	8/13-8/15/14	It Takes a Village – Part II	1.25						
New Managers Workshop	06/24/14	Legal Framework			1			1	
New Managers Workshop	06/24/14	Personnel Management	1		1				
New Managers Workshop	06/24/14	Code of Ethics				1.5			

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MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
New Managers Workshop	06/24/14	Risk Management Services			.5				
New Managers Workshop	06/24/14	Legislative Update	1						
Boards of Assessment Review	05/08/14	n/a	2	2				2	
MTCMA Interchange	3/28/14	Taking Charge of Social Media, Part I	1.25		1.25				
MTCMA Interchange	3/28/14	Taking Charge of Social Media, Part II	.75		.75				
MTCMA Interchange	3/28/14	Social Media Dos and Don'ts for the Public Sector	.75		.75		.75		
MTCMA Interchange	3/28/14	Legislative Agenda and Overview	1.5				1.5	1.5	
MTCMA Interchange	3/28/14	Legislative Q & A	.5				.5	.5	

MTCMA Certification – Course Credit Information

2013

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/6/13	People Power	6.0		6.0			6.0	
MMA – Personnel Practices	10/24/13				1.5				
MMA Convention	10/03/13	Dynamic Downtowns		1.25					
MMA Convention	10/03/13	Recall Fever					1.25		
MMA Convention	10/03/13	Hidden Costs of Budget Cuts		1.5					
MMA Convention	10/03/13	Right to Know					1.25		
MMA Convention	10/03/13	Best Labor Practices for Municipalities			1.25				
MMA Convention	10/03/13	Grant Writing		1					
MMA Convention	10/03/13	The Affordable Care Act – And You!			1				
MMA Convention	10/03/13	Public Employee Retirement Trends		1					
MMA Convention	10/02/13	Moral Leadership, Reconciling Differences and Getting to Yes!	1.25						
MMA Convention	10/02/13	Civility in City Hall	1.25						
MMA Convention	10/02/13	Maine’s Commodities Purchasing Program		1					
MMA Convention	10/02/13	Disaster Response Planning	1						
MMA Convention	10/02/13	Recreation, Open Space & Economic Development					1.25		
MTCMA Institute	8/14-8/16/13	Walt Stasinski - The Power of Fun at Work	1.5		1.5				
MTCMA Institute	8/14-8/16/13	Walt Stasinski - Do You Have a Fear of Public Speaking?	1.25				1.25		
MTCMA Institute	8/14-8/16/13	The ABCs of Manager Professional Liability			1.0			1.0	
MTCMA Institute	8/14-8/16/13	Public Relations Disasters - How to Prevent and How to Handle When They Do Happen	1.25		1.25	1.25	1.25		

MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	8/14-8/16/13	Moving Your Organization Toward Higher Performance	1.5		1.5				
MTCMA Institute	8/14-8/16/13	Moving Your Organization Toward Higher Performance (continued)	1.25		1.25				
MTCMA Institute	8/14-8/16/13	Unemployment Q & A			1.0			1.0	
MTCMA Institute	8/14-8/16/13	Meeting the Mandates of the 2014 Health Care Reform Act		1.25	1.25			1.25	
New Managers Workshop	06/25/13	Legal Framework						1	
New Managers Workshop	06/25/13	Personnel Management	1		1				
New Managers Workshop	06/25/13	Maine Municipal Employees Health Trust			1				
New Managers Workshop	06/25/13	Code of Ethics				1.5			
New Managers Workshop	06/25/13	Risk Management Services			.5				
New Managers Workshop	06/25/13	Legislative Update	1						
MMA – Basic Municipal Budgeting	06/20/13			1.5					
Boards of Assessment Review	05/09/13	n/a	2	2				2	
MTCMA Interchange	3/1/13	Welcome and Keynote Presenter's: Michelle Beal, Martin Puckett, and Peter Vigue	1.0						
MTCMA Interchange	3/1/13	Man Made Disasters: Results of Inadequate Funding		1.0					
MTCMA Interchange	3/1/13	Session 1: Capital Funding Solutions		1.0					
MTCMA Interchange	3/1/13	Session 2: You Cannot NOT Communicate	1.0						
MTCMA Interchange	3/1/13	Session 1: Getting the Story Straight	1.0						
MTCMA Interchange	3/1/13	Session 2: Water & Waste Water-Maintenance and Operational Planning		1.0					

MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Interchange	3/1/13	Session 1: Communications During Emergencies	1.0						
MTCMA Interchange	3/1/13	Session 2: Social Media & Public Information	1.0						
MMA – Personnel Practices	01/10/13				1.5				

2012

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA – Personnel Practices	12/18/12				1.5				
MTCMA Joint Workshop	12/14/12	Creating a Culture of Accountability	6.0		6.0		6.0		
MMA Convention	10/04/12	Effective Bargaining	1.25		1.25			1.25	
MMA Convention	10/04/12	Effective Asset Management	1.25				1.25		
MMA Convention	10/04/12	Roles of Elected Officials & Municipal Managers	1.25				1.25		
MMA Convention	10/03/12	Influencing with Integrity	1.25				1.25		
MMA Convention	10/03/12	Succession Planning for Municipal Leaders	1		1		1		
MMA Convention	10/03/12	Going up in Maine: Public Schools Cost	1.25						
MTCMA Institute	8/22-8/24/12	Memory Magic - Paul Mellor, Keynote Speaker, Success Links	1.5						
MTCMA Institute	8/22-8/24/12	Session 1: Changes in Maine's Freedom of Access Act						1.25	
MTCMA Institute	8/22-8/24/12	Session 2: Legislative Potpourri						1.5	
MTCMA Institute	8/22-8/24/12	Ready to Lead	2.25			2.25	2.25		
MTCMA Institute	8/22-8/24/12	Put Me In, Coach	2.75		2.75				

MTCMA Certification – Course Credit Information

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	8/22-8/24/12	Bending the Health Insurance Trend. Elizabeth Mitchell	1.5	1.5	1.5				
MTCMA Institute	8/22-8/24/12	Bending the Health Insurance Trend. John Benoit	1.5	1.5	1.5				
MMA – Managing Freedom of Access Requests	8/21/12						1.5		
MMA – Personnel Practices	8/15/12				1.5				
MMA - Roles of Elected Off & Muni Managers	06/21/12						1.5		
MMA – When Inmates Come Home	05/22/12		5						
Boards of Assessment Review	04/26/12	n/a	2	2				2	
MMA - Roles of Elected Off & Muni Managers	04/25/12						1.5		
MMA – Personnel Practices	4/24/12				1.5				
MMA - Managing Freedom of Access Requests	04/10/12						1.5		
MTCMA Interchange	3/2/12	From Small Towns to Large Cities - Doing More With Less	1.5	1.5	1.5				
MTCMA Interchange	3/2/12	Providing Strategies to Achieve Human Resource Success	1.5		1.5				
MTCMA Interchange	3/2/12	Cliff Notes for Municipal Managers: A Round Table Lab	1.5	1.5	1.5				
MMA - Basic Municipal Budgeting	02/12/12			1.5					

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2011

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/9/11	Joint Training with NH Municipal Managers: Form-Based Codes & Creating Professional Development Plans & Managing Your Career	6.0		6.0			6.0	
MMA - Basic Municipal Budgeting	12/02/11			1.5					
MTCMA Institute	8/24-8/26/11	Applying Ethics to the Organization				1.5	1.5		
MTCMA Institute	8/24-8/26/11	Understanding Financials		1.5				1.5	
MTCMA Institute	8/24-8/26/11	Baldrige: A Model for Excellence and High Performance in Local Government	3.0		3.0				
MTCMA Institute	8/24-8/26/11	Going "Green" & Energy Sustainability	1.5	1.5					
MTCMA Institute	8/24-8/26/11	Legal - Concurrent Sessions		1.5	1.5			1.5	
MTCMA Institute	8/24-8/26/11	Municipal Shared Services	1.5	1.5					
MTCMA Institute	8/24-8/26/11	Dealing with Public Distrust				1.5	1.5		
MMA - Basic Municipal Budgeting	4/29/11			1.5					
MTCMA Interchange	3/4/11	Good Ethics, Good Government			1.5	1.5			
MTCMA Interchange	3/4/11	Economic Development Tools	1.5	1.5				1.5	
MTCMA Interchange	3/4/11	Economic Development Tools-Real World Application	1.5	1.5					
MTCMA Interchange	3/4/11	Update from the DECD	1.0						

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2010

Name of Event	Date Offered	Session Name	# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
			Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/3/10	Making It Work: Technology and Innovation in Local Government	4.0	4.0	4.0			4.0	
MTCMA Institute	8/18-8/20/10	9:00-10:30 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	10:45-12:15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	1:15-2:30 15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	2:45-4:00 15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	Regionalization/Consolidation Successes and Failures, and Managing Public Opinion	2.0		2.0				
MTCMA Institute	8/18-8/20/10	Legal Implications and Considerations of Consolidations						2.0	
MTCMA Institute	8/18-8/20/10	Uncomplicating Management	1.0		1.0				
MTCMA Institute	8/18-8/20/10	Synergy Profile	1.0		1.0				
MMA – Basic Municipal Budgeting	04/16/10			1.5					
MTCMA Interchange	3/5/10	Leadership in Challenging Times	1.25						
MTCMA Interchange	3/5/10	Legal Defending Your Assessment						1.25	
MTCMA Interchange	3/5/10	Freedom of Information Act						.30	
MTCMA Interchange	3/5/10	Manager as a Catalyst for Change	1.0						
MTCMA Interchange	3/5/10	Manager as a Catalyst for Change (cont'd)	1.0						

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