

PLEASE READ ENTIRE APPLICATION BEFORE COMPLETION

GENERAL ELIGIBILITY

Each applicant for Montana certification must meet the following general eligibility standards:

1. Applicant must be a duly elected or appointed clerk, treasurer, finance officer, clerk/treasurer or a deputy or assistant clerk, treasurer, finance officer or clerk/treasurer in/or dealing with the office of clerk, treasurer, or clerk/treasurer or other principal officer in the municipality who is charged with the performance or supervision of two or more of the following responsibilities: preparation of the agendas/minutes, records management, administration of oaths of office, document certification, investments, debt, budgeting, accounting or treasury activities.
2. Applicant must have been an "Active" member of Montana Municipal Clerks, Treasurers & Finance Officers Association for:
 - (a) at least twenty-four months immediately before applying for certification; and
 - (b) at the time of application; and
 - (c) at the time of approval.
3. Applicant must believe in and practice MMCT&FOA's Code of Ethics (as adopted).
4. Applicant must forward to MMCT&FOA Education Committee
 - (a) the required fee
 - (b) One copy of the typewritten APPLICATION.
 - (c) One copy of all required ENCLOSURES, collated with the application.
5. Applicant must earn a total of 100 Experience and Education points.
6. Application deadline is **SEPTEMBER 15** each year.

APPLICATION FEE

A non-refundable fee of Sixty dollars (\$60.00) shall accompany the application.

The application fee will be waived for the second submission if the first attempt at certification is unsuccessful. The fee includes application processing, certification plaque, pin, picture and press release.

Make checks payable to MMCT&FOA.

APPEALS

A candidate whose application is not approved by the MMCT&FOA Certification Committee shall be notified of the Committee's decision and the necessary steps needed to be taken in order to receive the credential. Should the candidate disagree with Committee's ruling and recommendation on how to earn the necessary points for certification, the candidate may appeal the Committee's decision. The appeal must be sent in writing within thirty (30) days of notification of the Committee's decision to chairperson of the MMCT&FOA Education Committee. The Chair, within thirty (30) days, shall reconsider the circumstances and reverse the decision or submit the appeal to the MMCT&FOA Education Committee and the Executive Board for final determination.

Direct any general questions to MMCT&FOA Education Committee

EDUCATION STANDARDS

A maximum of 50 points toward certification may be earned from the following Education Standards:

1. Completion of an MMCT&FOA Municipal Institute 50 points
2. Completion of a bachelor's degree in public administration, accounting, finance or a related field. Maximum 50 points. Completion with a C grade or better of college or university courses related to public administration and/or treasury Management. One point per semester hour; two-thirds of a point per quarter hour. Maximum 15 points.
Completion of an associate degree in public administration, accounting, finance or a related field. Maximum 15 points.
3. Completion of a bachelor's degree in an unrelated field. 15 points.
4. Completion of a master's degree. 50 points.
5. Completion of a doctoral degree. 50 points.
6. Completion of Educational Courses and In-Service Training related to your position (1 point per four hours of instruction). Maximum 15 points.
(assignment of points based on review of program agendas by the MMCT&FOA Education Certification Committee).
7. Completion of IIMC or APT approved home-study programs. 10 points

EXPERIENCE STANDARDS

A maximum of 50 points toward certification may be earned from the following Experience Standards:

1. Work Experience up to a maximum of 40 points over the past 10 years.
 - 1a. Full-time municipal clerk, treasurer, clerk/treasurer 4 points per year. Maximum 40 points.
Full-time deputy or assistant municipal clerk, treasurer, clerk/treasurer 2 points per year. Maximum 20 points
Part-time municipal clerk, treasurer, clerk/treasurer 2 points per year. Maximum 20 points.
Part-time deputy or assistant municipal clerk, treasurer, clerk/treasurer 1 points per year. Maximum 10 points
 - 1b. Administration or legislative experience in local government prior to current position
1 point per year. Maximum 20 points.
 - 1c. Administrative experience in state or federal government or in business or industry prior to current position. 1 point per year. Maximum 20 points.
2. Attendance at an annual conference of IIMC or APT US&C. 1 point per year. Maximum 10 points.
3. Attendance at a conference sponsored by a state/province association. 1 point per conference.
Maximum 10 points.
4. Service as a member of a committee of MMCT&FOA, IIMC or APT US&C. 1 point per year per committee.
Maximum 10 points.
5. Service as a committee chair of MMCT&FOA, IIMC, or APT US&C. 2 points per year per committee.
Maximum 20 points
6. Service as an officer of MMCT&FOA, IIMC, or APT US&C. 2 points per year.
Maximum 20 points.
7. Completion of recognized national professional achievements certification programs related to your position. 1 point per year.
Maximum 8 points.
8. Recipient of special awards presented by MMCT&FOA, IIMC or APT US&C.
1 point each. Maximum 8 points.
9. Service as a Secretary or Treasurer on a community board, committee, etc. The position held must use the skills acquired from your municipal position. Service prior to municipal employment will not be allowed. 1 point per year.

**MONTANA MUNICIPAL CLERKS, TREASURERS
& FINANCE OFFICERS ASSOCIATION**

APPLICATION FOR CERTIFICATION

PERSONAL DATA

Name _____

Last _____ First _____ Middle _____

Title _____

Employed by _____

Governmental Unit

Mailing Address _____

Please include **street** address for UPS purposes

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

GENERAL ELIGIBILITY

_____ I am a clerk, treasurer, clerk/treasurer, deputy or assistant clerk, deputy or assistant treasurer, employee in/or dealing with the office of clerk, treasurer, or clerk/treasurer or principal officer from a governmental entity charged with the performance or supervision of one or more of the following responsibilities: minutes, records management, investments, debt or treasury activities.

_____ I have been and "Active" member of MMCT&FOA for twenty-four months immediately before applying for certification, at the time of application and at the time of approval.

_____ I affirmed my belief in and practice MMCT&FOA's Code of Ethics (as adopted).

I have enclosed the \$ _____ application fee and understand that it is not refundable.

I understand that, if approved for certification, my certification will expire FIVE (5) years from the date of certification and must be renewed at that time. To be eligible for renewal, the recipient must (1) have maintained continuous "Active" or "Associate" membership in MMCT&FOA for each of the Five years since certification (includes payment of annual MMCT&FOA membership dues) and (2) have earned the required points in any combination of Experience and Education Maintenance Standards.

I hereby certify that I have read the items listed above and comply with those items. I also grant permission to MMCT&FOA to verify accuracy of statements and enclosures.

Signature _____ *Date* _____

APPLICATION DEADLINE: SEPTEMBER 15 Montana Certifications are formally announced at MMCT&FOA's annual conferences.

EDUCATION STANDARDS

Applicants Must Document all Educational Experience Claimed and Requested in this Section

Maximum Points Allowed	Points	Maximum
. Satisfactory Completion of an MMCT&FOA Municipal Institute		50
. Bachelor's degree in public administration, accounting, finance or related field-- or completion of college or university courses related to treasury management (1 point per semester hour, 2/3 of a point per quarter hour)		50
. Associate degree in public administration, accounting, finance or related field		15
. Bachelor's degree in an unrelated field		15
. Masters and Doctoral degree		50
. Education Courses and in-service training relating to your position		15
. Satisfactory completion of IIMC or APT approved home study courses		10

Note: Proof of attendance or completion is needed for all educational courses

MUNICIPAL INSTITUTE

Sponsored by _____
 Conducted by _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____ Points _____

BACHELORS, ASSOCIATE, MASTERS OR DOCTORAL DEGREE

(Copy of transcript must be attached to earn points.)

Degree _____ Major _____
 College/University _____
 Location _____ Date Received _____ Points _____
 Use additional sheet(s) as needed.

COLLEGE/UNIVERSITY COURSES RELATED TO POSITION

(Copy of transcript must be attached to earn points.)

Course Name and Number _____
 College/University _____
 Location _____
 Grade _____ Credit Hours _____ Points _____
 Use additional sheet(s) as needed.

EDUCATION COURSES AND IN-SERVICE TRAINING

Sponsored by _____
 Conducted by _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____ Points _____

IIMC AND/OR APT HOME STUDY COURSES

Sponsored by _____
 Conducted by _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____
 Course Dates _____ Date of Completion _____ Points _____

TOTAL EDUCATION POINTS _____

EXPERIENCE STANDARDS

Work Experience (within the past 15 years for a maximum of 40 points):

	Points	Maximum Allowed
. Full-time municipal clerk, treasurer, clerk/treasurer	4 per year	40
Full-time deputy or assistant municipal clerk, treasurer, clerk/treasurer	2 per year	20
Part-time municipal clerk, treasurer, clerk/treasurer	2 per year	20
Part-time deputy or assistant municipal clerk, treasurer, clerk/treasurer	1 per year	10
. Administrative supervisory/managerial experience in local government before clerk and/or treasury work	1 per yr.	20

Total Work Experience

. Attendance at an annual conference of IIMC or APT US&C	1 per yr	10
. Attendance at a state/province association conference	1 per yr.	10
. Service as committee member for MMCT&FOA, IIMC or APT US&C	1 per yr. per committee	10
. Service as a committee chair for MMCT&FOA, IIMC or APT US&C	2 per yr. per committee	20
. Service as officer of MMCT&FOA, IIMC or APT US&C	2 per yr.	20
. Completion of recognized national professional achievement certification programs related to clerk or treasury management	1 per certification	8
. Recipient of special awards presented by MMCT&FOA, IIMC or APT	1 per award	8
. Service as a Secretary or Treasurer on a community board, committee, etc. The position held must use the skills acquired from your municipal position. Service prior to municipal employment will not be allowed.		1 point per year.

PRESENT POSITION (Must enclose certification of election or letter verifying election or appointment to office, including dates of service, to earn points.)

Position _____ from _____ to _____ Points _____

Employer _____ **Total Years** @ _____ = _____

Responsibilities/Job Description _____

PAST POSITION (S) (Must enclose certification of election or letter verifying election or appointment to office, including dates of service, to earn points. Attach verification of past positions.)

Position _____ from _____ to _____ Points _____

Employer _____ **Total Years** @ _____ = _____

Responsibilities/Job Description _____

Use additional sheet(s) as needed.

MMCT&FOA ANNUAL CONFERENCE (Attach proof of attendance.)

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Points _____

APT US&C ANNUAL CONFERENCE (Attach proof of attendance.)

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Points _____

IIMC ANNUAL CONFERENCE (attach proof of attendance.)

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Year _____ Conference Site _____

Points _____

SERVICE AS COMMITTEE MEMBER/CHAIR OR DIRECTOR/OFFICER

(Attach proof of service.)

Position Held _____

Sponsoring Association _____

Year _____

Position Held _____

Sponsoring Association _____

Year _____

Use additional sheet(s) as needed.

Points _____

RECIPIENT OF MMCT&FOA, IIMC, or APT US&C AWARD (Attach proof of award.)

Award Name _____

Award Association _____

Year _____ Conference Site _____

Points _____

Award Name _____

Award Association _____

Year _____ Conference Site _____

Points _____

Use additional sheet(s) as needed.

NATIONAL CERTIFICATION PROGRAM (Must attach proof of certification to earn points.)

Name of Certification _____
Sponsoring Organization _____
Certification Date _____ Points _____

Name of Certification _____
Sponsoring Organization _____
Certification Date _____ Points _____

**SERVICE AS SECRETARY OR TREASURER ON COMMUNITY BOARD, COMMITTEE, ETC.
(Attach proof of service.)**

Position Held _____
Sponsoring Association _____
Year _____

Position Held _____
Sponsoring Association _____
Year _____

Use additional sheet(s) as needed. Points _____

TOTAL EXPERIENCE POINTS _____

SUMMARY

TOTAL EDUCATION POINTS _____
TOTAL EXPERIENCE POINTS _____
TOTAL EDUCATION AND EXPERIENCE POINTS (MINIMUM 100) _____
