

## **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.  
Relevant college or University course credits not used for a degree 1 point per credit unit.  
Business or Vocational School courses that relate to the municipal position. 1 point per 10 hours of training.  
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 30 points  
Part-time municipal clerk, treasurer, clerk/treasurer 2 points per year. Maximum 40 points.  
Part-time deputy or assistant municipal clerk, treasurer, clerk/treasurer 1 points per year. Maximum 30 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 30 points.
  - 1d. Administrative position in Business. The employment must relate to the duties of the municipal 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 be limited to the preceding 10 years. 1 point per year. Maximum 5 points.
10. Teacher or trainer at Municipal Institute or MMCTFOA Education Program---1 point per 2 hours for teaching.

**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 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 Relevant college or University course credits not used for a degree 1 point per credit unit. Business or Vocational School courses that relate to the municipal position. 1 point per 10 hours of training		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 \_\_\_\_\_ Points \_\_\_\_\_

**TOTAL EDUCATION POINTS** \_\_\_\_\_

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**EXPERIENCE STANDARDS**

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	<b>Points</b>	<b>Maximum Allowed</b>
<b>Work Experience (within the past 15 years for a maximum of 40 points):</b>		
• Full-time municipal clerk, treasurer, clerk/treasurer	4 per year	<b>40</b>
• Full-time deputy or assistant municipal clerk, treasurer, clerk/treasurer	2 per year	<b>30</b>
• Part-time municipal clerk, treasurer, clerk/treasurer	2 per year	<b>40</b>
• Part-time deputy or assistant municipal clerk, treasurer, clerk/treasurer	1 per year	<b>30</b>
• Administrative supervisory/managerial experience in local government before clerk and/or treasury work	1 per yr.	<b>20</b>
• Administrative position in Business. The employment must relate to the duties of the municipal position.	1 per year.	<b>20</b>

Total Work Experience

• Attendance at an annual conference of IIMC or APT US&C	1 per yr	<b>10</b>
• Attendance at a state/province association conference	1 per yr.	<b>10</b>
• Service as committee member for MMCT&FOA, IIMC or APT US&C	1 per yr. per committee	<b>10</b>
• Service as a committee chair for MMCT&FOA, IIMC or APT US&C	2 per yr. per committee	<b>20</b>
• Service as officer of MMCT&FOA, IIMC or APT US&C	2 per yr.	<b>20</b>
• Completion of recognized national professional achievement certification programs related to clerk or treasury management	1 per certification	<b>8</b>
• Recipient of special awards presented by MMCT&FOA, IIMC or APT	1 per award	<b>8</b>
• 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 be limited to the preceding 10 years	1 per year	<b>5</b>
• Teacher or trainer at Municipal Institute or MMCTFOA Education Program---	1 point per 2 hours for teaching	

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

**TEACHER OR TRAINER AT MUNICIPAL INSTITUTE OR MMCTFOA EDUCATION PROGRAM.  
(Attach proof of service.)**

Course Title _____	Date Taught _____
Course Title _____	Date Taught _____
Course Title _____	Date Taught _____
Course Title _____	Date Taught _____
Course Title _____	Date Taught _____
Course Title _____	Date Taught _____

Points \_\_\_\_\_

**TOTAL EXPERIENCE POINTS** \_\_\_\_\_

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**SUMMARY**

<b>TOTAL EDUCATION POINTS</b>	_____
<b>TOTAL EXPERIENCE POINTS</b>	_____
<b>TOTAL EDUCATION AND EXPERIENCE POINTS (MINIMUM 100)</b>	_____

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