

Connecticut Town Clerks Association
Advanced Academy
APPLICATION FOR MASTER CONNECTICUT TOWN CLERK

rev. 3-12-2014

Date of Application:

The following are the requirements for obtaining the MCTC Designation:

1. Active Membership Connecticut Town Clerk's Association; **DUES PAID:**
2. Attain the CCTC designation before applying for MCTC;
(attach copy of certificate) **DATE of CCTC:**
3. Are you a permanent employee of the town? (circle one)
4. Complete and submit Application for the MCTC
designation with required supporting documentation
and fee of \$50.00; **CHECK #:**
5. Attain the required number of points in the Advanced Education category; and
6. Attain the required number of points in the Professional and Social Contributions category.

<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">YES</td> <td style="width: 50%; border: none;">NO</td> </tr> </table>	YES	NO
YES	NO	

Points for MCTC must be attained after CCTC certification. (For clerks who obtained CCTC certification prior to 2009, points must be obtained on or after 1-1-2009) and you must complete 6 hours or 3 points per year to stay in the program.

- 8 **Attached copies of all documentation must be one-sided not two-sided.**

PERSONAL INFORMATION

Name (Last, First, MI):	
Municipality:	
Title :	
Mailing Address (St. Address Required) :	
City/State/ ZIP Code :	
Email address :	
Phone number :	
Fax number :	
Active Membership in CTCA:	

ADVANCED EDUCATION: 50 points required

Completion of 50 points of coursework:

- A. 15 points (miminum) must be at a CT Academy
- B. 12 points (maximum per year) from other sources (accredited college, IIMC institute, etc.)
- C. 1 point per 2 hours of class
- D. Separately list Academy Classes from "other" classes.
- E. Staple certificates together by year, i.e. 2010, 2011, etc.

8.

Officer in related professional associations. One point per year.
 (DO NOT WRITE "SEE ATTACHED" - list all in the space below and attach supporting documentation.)

**CTCA
 ONLY**

Association	Position	Dates of Service	Est. Points

Total Professional & Social Contributions:	
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I am a permanent employee in the town clerk's office and I hereby submit my completed application for the MCTC designation, and attest the preceding statements and supporting documents are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in rescinding designation. "I pledge to continue my lifelong commitment to education and professional development as a Municipal Clerk."

Mail Completed Applications to:
 Advanced Academy
 c/o Marguerite Phillips
 800 Bloomfield Avenue
 P.O. Box 337
 Bloomfield, CT06002-0337

TOTAL APPLICATION POINTS

Signature: _____