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 <u>before</u> applying for MCTC; (attach copy of certificate) DATE	of CCTC:			
3.	Are you a permanent employee of the town?	(circle one)	YES	NO	
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	n category; and			

- 6. Attain the required number of points in the Professional and Social Contributions category.
- Points for MCTC must be attained <u>after</u> 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

II):	Name (Last, First, MI):
ty:	Municipality:
e:	Title:
d) :	Mailing Address (St. Address Required) :
e :	City/State/ ZIP Code:
s:	Email address :
er:	Phone number :
er:	Fax number :
A:	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.

CT ACADEMY PROGRAM TITLE/ Location (DO NOT WRITE - "SEE ATTACHED". All classes must be listed in this section and supporting documentation attached)	Mo./Yr.	Est. Points	CTCA ONLY

OTHER EDUCATION CREDITS/Location (IIMC, accredited college, etc.) (DO NOT WRITE "SEE ATTACHED" All Classes must be listed below with supporting documentation attached.)	Mo./Yr.	Est. Points	CTCA ONLY
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	Total Advanced Education Points		

PROFESSIONAL AND SOCIAL CONTRIBUTIONS (20 points required)

upporting documentation)	per year. (DO NOT WRITE "SEE ATTACHED" - Write all positions in section below and attach supporting documentation)				
Position	Association	Dates of Service	Est. Points		
			+		
chairperson of a Connecticut Town Clerks	Association or other Munic	pal Clerk Association	1	СТС	
Committee. Two points per year. (DO NO ection below and attach supporting docured)) WRITE "SEE ATTACHE!	D" - write all positions	in the	ONI	
Committee Name		Dates of Carrier	Est. Points		
Committee Name	Association	Dates of Service	Est. Points		
Registration and attendance at a CT Town	Clarks Association Conform	ance. One point per	ovent		
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Registration and attendance at a CT Town DO NOT WRITE "SEE ATTACHED" - wriupporting documentation.) Conference/Location		tion below and attach	1		

Municipal Clerk Association Annual Conference. One point per event. (DO NOT WRITE "SEE ATTACHED" - write all attendance in the space below and attach supporting documentation.)				
Conference/Location		Month/Year	Est. Points	
Presenter/Teacher at a Connecticut To Municipal Clerks Association Meeting. Prite all participation in the space belo	One point per event. (DO NOT	Γ WRITE "SEE ATT		CTC
Conference	Month/Year	Session Title	Est. Points	
			+	
CT Town Clerks Association Commit				
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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 & Soc	ial Contributions:		

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	Comple	ted Appl	lications	to:
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Advanced Academy c/o Marguerite Phillips 800 Bloomfield Avenue P.O. Box 337 Bloomfield, CT06002-0337

TOTAL APP	LICATION POINTS	
Signature:		