



PROCEDURE TO BECOME A CERTIFIED MUNICIPAL/COUNTY MANAGER

Introduction

The following is a discussion and questionnaire of the method used to become a Certified Municipal/County Manager in Maine. The Association encourages any criticism, comments or suggestions to aid in improvement of this procedure.

The basis for qualification to become a Certified Municipal/County Manager is found in the Bylaws of the Maine Town, City and County Management Association, specifically Article XI. For the most part, Article XI is discussed herein, but for a more complete explanation of the process, one should read the MTCMA Bylaws.

Philosophy

The reasons for becoming a Certified Municipal/County Manager are many and varied, everyone having unique aspirations and backgrounds; but a common thread running through each application should be a desire for furthering one's own personal and professional development.

Professional development comes about through the giving and gathering of information. It requires a process whereby an individual contributes to others in the profession while gaining greater personal skills, knowledge and ability. Both the giving and the gathering of information contribute to an individual's professional development.

The MTCMA has developed a certification procedure that not only gives recognition for past achievement, but also provides encouragement for future professional and personal development.

1. **Who will review and approve my application to become a Certified Municipal County Manager?**

The MTCMA Professional Development Committee shall review the applications within thirty days of receipt. If certification is denied, a written explanation for denial shall be made and forwarded explaining what is missing in the application. If the individual provides the requested information, then they will be deeming the application complete. In the case of a second denial the applicant may appeal to the entire Executive Board through the MTCMA President. Certifications approved throughout the year will be dated and presented at the Annual MTCMA Meeting.

2. What criteria will be used as a basis for my certification as a Municipal/County Manager?

I. Any of the following Criteria combinations:

**At least five (5) years of experience as the Chief Administrative Officer in a local or county governmental jurisdiction with at least three (3) years of experience in one community*

**A Bachelor's Degree in a management related field from a recognized institution of higher learning with three years of experience in a local or county government institution with at least two (2) years of experience in one community.*

**A Master's Degree in a management related field from a recognized institution of higher learning with two (2) years of experience all within one community.*

**An Associate's Degree in a management related field with four (4) years of experience, two (2) years of which have been in one community*

**ICMA certification after initial MTCMA certification has taken place*

II. In order to apply for certification, one must have full corporate membership status in the Maine Town, City and County Management Association.

III. All applications or renewal applications are required to document a minimum total of 240 hours of training or service over the previous three years with 80 hours of professional training; 80 hours of intergovernmental or other professional service; and at least 8 hours of teaching to the public or peers over that same period of three years. See application for additional information.

3. Who should apply for certification?

The Maine Town, City and County Management Association encourages all full corporate members to undergo the process of certification as soon as possible.

4. How long will certification last?

Certification as a Certified Municipal/County Manager will last for three (3) years. It is felt that the certification process should be viewed as an ongoing review of one's personal and professional growth. Initial application will emphasize past experience as a Public Administrator, and recent activity will emphasize an applicant's ability to substantiate a credibility of the past.

Certified members (25 or more years' experience) with the Maine Town, City & County Management Association are entitled to Lifetime Certification, subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA. The Membership Committee shall review all Managers who have met the initial requirements of certification and/or recertification and shall recommend lifetime certification until three (3) years after their retirement subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA.

5. **How will the process of certification work?**

The initial step in becoming a Certified Municipal/County Manager is to completely fill out the Certified Municipal/County Manager Application Form, and send this to the Association (MTCMA, 60 Community Drive, Augusta, Maine 04330).

***SEE CERTIFIED MUNICIPAL/COUNTY MANAGER - APPLICATION FORM FOUND ON THE MTCMA WEBSITE**

All applications must include the spreadsheet provided to document actual hours of training and involvement. Applicants may use the same spreadsheet to document trainings or seminars attended that have not been assigned points from any MMA or MTCMA training sessions.

Applications will be accepted anytime throughout the year. The deadline for application acceptance is May 31st. Any application received after May 31st will be considered for the following year, as awards are presented at the New England Management Institute in August.