

MTCMA Certification – Course Credit Information

2023			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below				
			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations		Legal	General Credits	Professional Development	
			MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	Navigating the Federal Grant Registration System and Locating Federal Grants for your Community		1								
			MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	The Federal Infrastructure Bill and Funding Opportunities for Maine Communities		1.25								
			MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	Legislative Update					1					
			MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	State Grant Funding and Programs		1.25								
			MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	Updates from the Maine Connectivity Authority		1								

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
			Consumption and Save Money									
	MMA Convention	10/5/22	What and How? Anticipating the Future of Local Government	1.25								
	MMA Convention	10/5/22	Focus on Public Safety Employee Health for Retention and Support	1.25		1.25						
	MMA Convention	10/5/22	Post-Pandemic Alternative Work Schedules	1.25		1.25						
	MMA Convention	10/5/22	Comprehensive Plans: It's Not Just for Zoning	1.25	1.25							
	MMA Convention	10/5/22	Maine's Economic Future: Progress, Opportunities and Challenges	1.25	1.25							
	MMA Convention	10/5/22	MMA Annual Business Meeting	1.0								
	MMA Convention	10/5/22	Create Resident-Informed Support for EMS Services Through Informed Community Self-Determination Grants	1.25	1.25							
	MMA Convention	10/5/22	Drafting Town Meeting Warrants, Articles and Ballot Questions						1.25			
	MMA Convention	10/5/22	What You Should Know About Recruiting, Retaining, and Supporting Younger Municipal Workers	1.25		1.25						
	MMA Convention	10/5/22	What We Forgot to Tell You About DEI!	1.25		1.25	1.25					
	MMA Convention	10/5/22	Resurgent Community: One Maine Community's Journey	1.25	1.25							
	MMA Convention	10/5/22	Affordable Housing	1.25	1.25			1.25				

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics			Elected Relations
		Development: How Municipalities Play a Role in Overcoming the Current Housing Crisis										
MMA Convention	10/5/22	Let’s Chat About Local Roads & Bridges		1.25								
MMA Convention	10/5/22	Fire Chief: More Than a Title			1.25							
76 th New England Management Institute	8/12/22	Conducting Effective Performance Evaluations	1.25		1.25							
76 th New England Management Institute	8/12/22	Union Negotiations in an Employee-Friendly Labor Market		1.25	1.25			1.25				
76 th New England Management Institute	8/12/22	Labor Compliance in the Public Sector	1.25		1.25							
76 th New England Management Institute	8/12/22	Supervisory Management Skills	1.25		1.25			1.25				
76 th New England Management Institute	8/11/22	Developing Solutions on Hotly Contested Issues	1.5					1.5				
76 th New England Management Institute	8/11/22	Handling Difficult Elected Officials	1.25					1.25				
76 th New England Management Institute	8/11/22	Contracts for Services		1.25					1.25			
76 th New England Management Institute	8/11/22	Preparing for the Economic Future		1.25								
76 th New England Management Institute	8/10/22	The Art of Human Relations	1.25		1.25							

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
	76 th New England Management Institute	8/10/22	ICMA Update/DEI Listening Session	.75								
	76 th New England Management Institute	8/10/22	The Impacts and Implementation of LD 2003		1.25		1.25					
	76 th New England Management Institute	8/10/22	Ethics Politics: Leading by Example	1.25			1.25					
	76 th New England Management Institute	8/10/22	Municipal Investments		1.25							
	76 th New England Management Institute	8/10/22	Is Your Town Prepared for a Cyberattack?	1.25	1.25							
	Municipal HR & Management Conference	6/16/22	HR is Needed More Than Ever	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	Savings on Workers' Compensation Coverage		1.0	1.0						
	Municipal HR & Management Conference	6/16/22	From Busy to Burnout – and Back	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	HR Compliance 101			1.0			1.0			
	Municipal HR & Management Conference	6/16/22	Conflict Resolution in the Workplace	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	Making Smart Employment Law Decisions			1.25			1.25			

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations		Legal
	6/16/22	Understanding and Responding to Microaggressions			1.25	1.25						
	6/16/22	Performance Management: A Continual Process	1.0		1.0							
	6/16/22	Professional Development Training for Municipal Employees			1.0							
	6/9/22	ALL	2.5		2.0	.5	.75	1.0				
	6/9/22	Ashleigh Walton									.75	
	6/9/22	Matthew Petty	.75									
	6/9/22	Village Partnership Initiative									.5	
	6/9/22	Hands-On Workshop	.75									
	6/9/22	Policy Actions					.5					
	6/9/22	Jeff Siegler	.75									
	5/18/22		2.0	2.0				2.0				
	3/25/22	Legal Perspective on ways Municipalities Can Incentivize Affordable Housing Projects From Land Use and Financing Lens		1.5				1.5				
	3/25/22	An Introduction to Community Solar Development		.75								

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits		
	MTCMA 42 nd Interchange	3/25/22	Legislative Update	.5				.5				
	MTCMA 42 nd Interchange	3/25/22	Effectively Engaging the Media	1.5								
	MTCMA 42 nd Interchange	3/25/22	Overcoming Obstacles of Affordable Housing	1.25	1.25							

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2021			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories									Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
MTCMA/MMANH Joint Leadership Exchange	12/10/21	Realizing Inclusive Communities in Local Government	5		5	5						
MMA	10/27/21	Legal Update on Recreational Marijuana						2.5				
MMA Convention	10/1/21	New Faces, High Expectations	1.25									
MMA Convention	10/1/21	Police Engagement Under COVID	1.25			1.25	1.25					
MMA Convention	10/1/21	Is the Maine Economy Hot – or What?		1.25								
MMA Convention	9/30/21	KEYNOTE SPEAKER	1.25									
MMA Convention	9/30/21	MMA Annual Business Meeting	1.0									
MMA Convention	9/30/21	Update on the American Rescue Program Act	1.25	1.25				1.25				
MMA Convention	9/30/21	Can Civility Make a Comeback?	1.25				1.25					
MTCMA Institute	8/13/21	High Speed Broadband in Your Community	1.25	1.25								
MTCMA Institute	8/13/21	Road Preservation Options		1.25								
MTCMA Institute	8/13/21	MMA Legislative Update					.75					
MTCMA Institute	8/13/21	Top 20 Things You Need To Know as a New Manager	1.25									
MTCMA Institute	8/13/21	Public/Private Infrastructure Projects	1.25	1.25								
MTCMA Institute	8/12/21	Financing Tools: Lease Purchases & Municipal Bonds		1.25				1.25				
MTCMA Institute	8/12/21	Attainable Housing – Barriers and Solutions	1.25	1.25								
MTCMA Institute	8/12/21	Managing in a Highly Political Environment	2.0			2.0						
MTCMA Institute	8/11/21	Recognizing & Reducing	1.25			1.25						

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
		Implicit Bias in Municipal Government									
MTCMA Institute	8/11/21	Navigating TIFs & CEAs		1.25				1.25			
MTCMA Institute	8/11/21	When Disaster Strikes	1.25								
MTCMA Institute	8/11/21	Featured Speaker	1.25				1.25				
HR Conference	6/17/21	HR in the Age of COVID			1.75			1.75			
HR Conference	6/17/21	Saving Money by Working Safe		1.0	1.0						
HR Conference	6/17/21	Mediation in Employment Matters			1.0			1.0			
HR Conference	6/17/21	MMEHT Field Services			5.0						
HR Conference	6/17/21	EAP and You	5.0		5.0						
HR Conference	6/17/21	Payroll Tips for 2021		1.0	1.0						
HR Conference	6/17/21	Managing Conflicts in the Virtual Environment	1.0		1.0						
HR Conference	6/17/21	Avoiding Discrimination Claims			1.0	1.0		1.0			
HR Conference	6/17/21	Avoiding Discrimination Claims			1.0	1.0		1.0			
HR Conference	6/17/21	Why I Joined Municipal Government	1.0		1.0						
HR Conference	6/17/21	Best Practices for Inclusive Hiring	1.25		1.25	1.25					
Build Mane Conference	6/16/21	Wes Craiglow	2.0	2.0							
Build Mane Conference	6/9/21	Deborah & James Fallows	2.0	2.0							
MMA	6/3/21	New Managers Webinar	.8		.8	.8	.8	.8			
Build Mane Conference	6/2/21	Dan Parolek	2.0	2.0							
MAAO, MMA, MTCMA	5/6/21	Boards of Assessment Review	2.0	2.0				2.0			

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	Calculate points below
Virtual Municipal Technology & New Energy Conference	4/16/21	Solar Siting: Encouraging Thoughtfully Sited Renewable Energy Development	1.0	1.0							
Virtual Municipal Technology & New Energy Conference	4/16/21	TRIO Toolbox		1.0							
Virtual Municipal Technology & New Energy Conference	4/16/21	Tightening Your Financial Security		1.0							
Virtual Municipal Technology & New Energy Conference	4/15/21	The Legal Aspects of Solar Power	1.0								
Virtual Municipal Technology & New Energy Conference	4/15/21	Wind Power’s Pioneer	1.0	1.0							
Virtual Municipal Technology & New Energy Conference	4/15/21	Using Artificial Intelligence to Lower Operating Costs & Environmental Impact	1.0	1.0							
2Virtual Municipal Technology & New Energy Conference	4/15/21	The Future of Electric Vehicle Initiatives in Maine		1.0							
Virtual Municipal Technology & New Energy Conference	4/15/21	Keynote Address – The State of Broadband in Maine	.75								
MTCMA 41 st Interchange (Virtual)	3/26/21	A Roadmap to Employee Benefits		1.25	1.25						
MTCMA 41 st Interchange (Virtual)	3/26/21	Developing Internal Control Policies	1.25	1.25							
MTCMA 41 st Interchange (Virtual)	3/26/21	Communications Crossroads: Understanding and Engaging the Media	.75				.75				

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
MMA Virtual Convention	10/15/20	A Conversation with DHHS Commissioner Jeanne Lambrew	1.0									
MMA Virtual Convention	10/15/20	Lease/Purchase Financing for Essential Equipment	1.5	1.5								
MMA Virtual Convention	10/14/20	Municipal Manager/Administrator Networking & Roundtable Discussion	1.5									
MMA Virtual Convention	10/14/20	Right to Know						1.5				
MMA Virtual Convention	10/14/20	Stream Smart Crossings and Modern Culverts	1.5	1.5								
MMA Virtual Convention	10/13/20	Community Risks of Inland & Coastal Flooding	1.5	1.5								
MMA Virtual Convention	10/13/20	Understanding Property Tax Assessment		1.5								
MMA Virtual Convention	10/9/20	Traditional Financing for Capital Projects	1.5	1.5								
MMA Virtual Convention	10/9/20	Understanding Implicit Bias	1.5		1.5							
MMA Virtual Convention	10/9/20	Importance of Age Friendly Communities	1.5									
MMA Virtual Convention	10/9/20	The 2020 Election: A Big Event, Coming Soon!	1.5				1.5					
MMA Virtual Convention	10/8/20	Local Roads: Best Practices	1.0	1.0								
MMA Virtual Convention	10/8/20	Local Roads: Best Practices	1.0	1.0								
MMA Virtual Convention	10/8/20	Commemorating Maine Statehood: What We Can Learn from the Bicentennial	1.25									

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MMA Virtual Convention	10/7/20	From Conflict to Conversation	1.5									
MMA Virtual Convention	10/7/20	Legislative Update & Preview					1.0					
MMA Virtual Convention	10/7/20	MMA Annual Business Meeting	1.0									
MMA Virtual Convention	10/7/20	Lessons from Away: Planning, COVID and One Cape Cod	1.5									
MMA FOAA webinar	11/5/20	Managing Freedom of Access Requests					2.5					
MMA Marijuana Legal Update webinar	10/29/20	Legal Update on Recreational Marijuana						2.5				
MMA FOAA webinar	8/26/20	Managing Freedom of Access Requests					2.5					
Verbal Judo Webinar	7/17/20	Tactical Communications for the Public Employee	3.0		3.0			3.0				
Verbal Judo Webinar	7/16/20	Tactical Communications for the Public Employee	3.0		3.0			3.0				
MMA Regulating Vacation Rentals webinar	5/27/20	Regulating Vacation Rentals webinar						3.0				
MMA	4/28/20	Budgeting in Uncertain Times Webinar		1.5								
MWDA Advanced GA	3/11/20	Advanced Application	1.5	1.5								
MWDA Advanced GA	3/11/20	Disqualifications	1.0	1.0								

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
MMA	11/14/19	Basic Municipal Budgeting		5.75								
MMA Convention	10/3/19	Trouble in the Presidentials: What a Mountaineering Accident Shows Us about Leadership, Teamwork and Managing Risk	1.25									
MMA Convention	10/3/19	ABCs of Economic Development	1.25	1.25								
MMA Convention	10/3/19	Customer Service Excellence: Dealing with Difficult People	1.25									
MMA Convention	10/3/19	How Do You Value Your Town, City or County Manager	1.25				1.25					
MMA Convention	10/3/19	Let's Talk Progress: Tools that Help Communities Grow	1.25	1.25								
MMA Convention	10/3/19	Connecting Communities via the East Coast Greenway	1.0									
MMA Convention	10/3/19	How to Combat Phishing in Town Offices	1.0	1.0								
MMA Convention	10/3/19	Regional Planning and Development Issues	1.0	1.0								
MMA Convention	10/3/19	Right to Know						1.0				
MMA Convention	10/2/19	Leadership Lessons from the Podium	1.0									
MMA Convention	10/2/19	Marijuana: Comprehensive Update						1.25				
MMA Convention	10/2/19	Maine Bicentennial Celebration	1.25									
MMA Convention	10/2/19	Banking Due Diligence for Municipalities		1.25		1.25						
MMA Convention	10/2/19	MMA Annual Business Meeting	1.0									

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
MMA Convention	10/2/19	Posted Roads: State Statutes, Local Restriction	1.0	1.0								
MMA Convention	10/2/19	Tax Increment Financing in Maine Towns		1.0				1.0				
MMA Convention	10/2/19	Killer Show: Lessons from the Station Nightclub Fire	1.5					1.5				
MMA	8/21/19	Legal Update on Recreational Marijuana						2.5				
MTCMA Institute	8/9/19	Addressing Addiction & Opioid Misuse in Your Community	1.5					1.5				
MTCMA Institute	8/9/19	“Wake & Bake”						1.25				
MTCMA Institute	8/8/19	New ICMA Member Engagement Initiative	1.0									
MTCMA Institute	8/8/19	Managing Fire & Rescue Department Personnel			1.0			1.0				
MTCMA Institute	8/8/19	Shared Services and Workforce Development: Bridging the Labor Skills Gap	.75		.75							
MTCMA Institute	8/8/19	Surviving as a New Manager in Maine	.75									
MTCMA Institute	8/8/19	“Do the Right Thing!”				2.0						
MTCMA Institute	8/7/19	MMA Legislative Update					.75					
MTCMA Institute		Enriching Lives and Thriving Communities: The Valuable Role of Universal Broadband in Helping our Households and Businesses Prosper		1.0								
MTCMA Institute	8/7/19	Capital Planning 2.0		1.0								
MTCMA Institute	8/7/19	An Introduction to Capital Planning		1.0								
MTCMA Institute	8/7/19	Getting There When You Can	1.0									

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
		No Longer Drive (Part Two of a Two-Part Series)										
MTCMA Institute	8/7/19	Making Data Driven Decisions to Support Healthy Aging in Communities (Part One of a Two-Part Series)	1.0									
MTCMA Institute	8/7/19	Don't Ditch Recycling...It's Still Less Filling!		1.0								
MTCMA Institute	8/7/19	LED Street Lights Conversion Projects		.75								
MTCMA Institute	8/7/19	Developing a Municipal Solar Energy Solution		.75								
MTCMA Institute	8/7/19	Keynote Address: The Challenge of Local Governance During Contentious Times	1.5				1.5					
MMA	7/22/19	Verbal Judo	6.0		6.0			6.0				
HR Conference	6/27/19	A Coaching Life: how to Connect with Young People - and Win!	1.0									
HR Conference	6/27/19	True Colors	1.0		1.0							
HR Conference	6/27/19	Recruiting and Retaining First Responders	1.0	1.0	1.0							
HR Conference	6/27/19	Recruiting Dos in Today's Tough Market	1.0		1.0							
HR Conference	6/27/19	Employee Accommodation and Leave: Assessing the Tough Issues			1.0	1.0		1.0				
HR Conference	6/27/19	Wage & Hour Pitfalls: Common Mistakes Municipalities Should Avoid		1.0	1.0							
HR Conference	6/27/19	How Employers Can help		1.0	1.0							

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
		Workers with the Cost of College										
HR Conference	6/27/19	Enhancing Your Change Agility	2.0		2.0							
HR Conference	6/27/19	Avoiding Disability Discrimination Claims			1.0	1.0		1.0				
HR Conference	6/27/19	Thinking Outside the Box – Recruiting & Retaining Talent in a Red-Hot Economy	1.0		1.0							
HR Conference	6/27/19	Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You	1.0									
HR Conference	6/27/19	Hometown Careers: Summary and Update			1.0							
MMA	6/18/19	MMA New Managers Workshop – The Top Ten Things I Wish I was Told Early in My Career	.75									
MMA	6/18/19	MMA New Managers Workshop – Legislative Update	.75									
MMA	6/18/19	New Managers Workshop – Communication & Educational Services			.5							
MMA	6/18/19	New Managers Workshop – Risk Management Services			.5							
MMA	6/18/19	New Managers Workshop – Maine Municipal Employees Health Trust			.5							
MMA	6/18/19	New Managers Workshop – Legal Framework						1.0				
MMA	6/18/19	New Managers Workshop –				.5						

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
		Code of Ethics										
MMA	6/18/19	New Managers Workshop – Personnel Management	.5		.5							
MMA	6/18/19	New Managers Workshop – Senior Advisor and Ambassador Program	.5									
Build Maine Conference	6/6/19	Credit given for every Elected Official brought to conference					.5					
Build Maine Conference	6/6/19	Kathryn Rogers Merlino	.5	.5								
Build Maine Conference	6/6/19	Rick Rybeck		1.0								
Build Maine Conference	6/6/19	Jeff Speck	1.0									
Build Maine Conference	6/6/19	Jenifer Acosta		1.0								
Build Maine Conference	6/6/19	Andrew Howard					1.0					
Build Maine Conference	6/5/19	Tactical Urbanism in Action	1.0	1.0			1.0					
Build Maine Conference	6/5/19	Direct Action Organizing	1.5				1.5					
MAAO, MMA, MTCMA	5/15/19	Boards of Assessment Review	2.0	2.0				2.0				
Municipal Technology Conference	5/10/19	Status of the Public Safety Broadband Network (FirstNet) in Maine	1.0									
Municipal Technology Conference	5/10/19	Mobile Device and the Internet of Things (IoT) Security	1.0		1.0							
Municipal	5/10/19	Municipal Broadband –	1.0	1.0								

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Technology Conference		Public/Private Partnerships										
Municipal Technology Conference	5/10/19	Cybersecurity for Elections	1.0				1.0					
Municipal Technology Conference	5/10/19	The Law and Protecting HIPAA Data			1.0			1.0				
Municipal Technology Conference	5/10/19	The Essentials of Data Back-Up and Disaster Recovery		1.0								
Municipal Technology Conference	5/10/19	Municipal Banking in the 21st Century		1.0								
Municipal Technology Conference	5/10/19	Using Partnerships to Get Energy Projects Done (Well)	1.0	1.0								
Municipal Technology Conference	5/10/19	Keynote address: The State of Maine, Technologically Speaking	.75	.75								
MMA	4/24/19	Regulating Vacation Rentals						3.0				
MWDA Annual Business Meeting	4/23/19	Workplace Safety	1.0									
MWDA Annual Business Meeting	4/23/19	GA Trivia	1.0									
MWDA Annual Business Meeting	4/23/19	The Poverty Abatement Application / Appeal Process: How to Prepare for a Municipal Officers' Hearing on an Application		1.5				1.5				
MWDA Annual Business Meeting	4/23/19	Advanced Fact Pattern		1.5				1.5				

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
MWDA Annual Business Meeting	4/22/19	Weathering Shame	1.0							1.0		
MWDA Annual Business Meeting	4/22/19	Basic Fact Pattern		1.5				1.5				
MWDA Annual Business Meeting	4/22/19	Child Support Enforcement & Veterans Services	1.25					1.25				
MWDA Annual Business Meeting	4/22/19	DHHS Updates & Portal Training	.75									
MWDA Annual Business Meeting	4/22/19	Legislative Updates						.75				
MMA	3/27/19	How to Lead Effective Meetings	6.0									
MTCMA Interchange	3/22/19	Leadership and Life on the Podium	.75			.75						
MTCMA Interchange	3/22/19	Communication: How to Share Ideas, Hear What Others Are Saying and Find Common Ground	1.5				1.5					
MTCMA Interchange	3/22/19	Promoting Civility and Respect In Your Community	1.75				1.75					
MTCMA Interchange	3/22/19	Public Comment at Public Meetings: Understanding the Role of the First Amendment and Gaining Practical Skills for Responding to Challenging Comments					1.75	1.75				
MWDA Advanced GA	3/13/19	DHHS Updates	2.0									
MWDA Advanced GA	3/13/19	Forms		2.0								
MWDA Advanced GA	3/13/19	Workfare		2.0								
MWDA Advanced GA	3/13/19	Medications	.75									
MWDA Advanced GA	3/13/19	Fair Hearing	1.0									
MWDA Advanced GA	3/13/19	Advanced Face Pattern with	1.5	1.5								

MTCMA Certification – Course Credit Information

2019												
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories									Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development		
		Twists & Turns										
MMA	3/11/19	Managing Freedom of Access Requests					2.5					
MWDA GA Basics	2/7/19	How to verify information from an application	.5	.5								

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MMA	12/11/18	Managing Freedom of Access Requests					2.5				
MMA	11/8/18	Supervisors’ Boot Camp			4.0						
MMA	11/1/18	Basic Municipal Budgeting		5.75							
MMA Convention	10/4/18	Writing the Perfect Town Meeting Warrant						1.25			
MMA Convention	10/4/18	Being Civil in an Uncivil Time	1.0			1.0					
MMA Convention	10/4/18	LED Street Lights: How, Why and What’s Next	1.0	1.0							
MMA Convention	10/4/18	Cutting Through the Haze: New Marijuana Laws and Real World Examples		1.0				1.0			
MMA Convention	10/04/18	Jeff Speck – The Walkable City	1.25								
MMA Convention	10/04/18	Recovering from a Cyber Event	1.25	1.25							
MMA Convention	10/04/18	Right to Know						1.0			
MMA Convention	10/04/18	Daniel Sieberg – Mind Blown: The Future of Transportation	1.25								
MMA Convention	10/03/18	MMA Salary Survey Update			1.0						
MMA Convention	10/03/18	Maine Is Changing: Approaching Diversity	1.0			1.0					
MMA Convention	10/03/18	Sexual Harassment in the Workplace			1.0			1.0			
MMA Convention	10/3/18	Preservation: No Such Thing as a Permanent Dump Truck	1.0								
MMA Convention	10/3/18	Senior Citizens & Property Taxes	1.0					1.0			
MMA Convention	10/3/18	Pedestrian Safety & Traffic: Open Discussion	1.0	1.0							
MMA Convention	10/3/18	MMA Annual Business	1.0								

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
		Meeting									
MMA Convention	10/3/18	Demystifying the Spending Account Alphabet Soup		1.25	1.25						
MMA Convention	10/3/18	Budgeting for Capital Improvement Projects		1.25							
MMA Convention	10/03/18	What a Ride: The State of Maine’s Elections	1.25				1.25				
MMA Convention	10/3/18	Reading a Municipal Audit Report		1.25							
MMA Convention	10/03/18	Up or Flat? The State of Maine’s Economy		1.25							
MTCMA Institute	8/10/18	“So You Think You’re Having A Bad Day?”					.75				
MTCMA Institute	8/10/18	Union Negotiations: Best Practices			1.0	1.0		1.0			
MTCMA Institute	8/10/18	How to Save Money on Road Preservations		1.0							
MTCMA Institute	8/10/18	Defining Unlawful Harassment and Discrimination: What is Unlawful and What is Just Inappropriate			1.0	1.0		1.0			
MTCMA Institute	8/9/18	Idea Exchange & Discussion on Future Trainings	.75			.75					
MTCMA Institute	8/9/18	Vibrant Communities	.75	.75							
MTCMA Institute	8/9/18	Effective Municipal Communications			1.25	1.25		1.25			
MTCMA Institute	8/9/18	The Project Process		.75							
MTCMA Institute	8/8/18	Bringing Broadband to Every Community in Maine: How Providers, Municipalities, and		.75							

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
		Other Organizations Can Work Together to Get the Job Done									
MTCMA Institute	8/8/18	Community Heart & Soul® Program	.75								
MTCMA Institute	8/8/18	Women in Government	.75		.75						
MTCMA Institute	8/8/18	Assessing Cyber Threats and Preventing Fraud	.75								
MTCMA Institute	8/8/18	From the Playground to the Workplace: How Bullying Behavior Impacts Morale and Productivity			.75	.75		.75			
MTCMA Institute	8/8/18	Keynote Address: Informed Citizens: The Role of Public Media in Maine	1.5								
MMA	7/30/18	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0			6.0			
MMA	7/10/18	Legal Update of Recreational Marijuana						2.5			
MMA & MTCMA	6/26/18	New Managers Workshop – MTCMA Senior Advisor and Ambassador Program	.50								
MMA & MTCMA	6/26/18	New Managers Workshop – Personnel Management	.50		.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Code of Ethics				.50					
MMA & MTCMA	6/26/18	New Managers Workshop – Legal Framework						1.0			
MMA & MTCMA	6/26/18	New Managers Workshop – Maine Municipal Employees			.50						

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
		Health Trust									
MMA & MTCMA	6/26/18	New Managers Workshop – Risk Management Services			.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Communication & Educational Services			.50						
MMA & MTCMA	6/26/18	New Managers Workshop – Legislative Update	.75								
MMA & MTCMA	6/26/18	New Managers Workshop – Top Ten Leadership Practices for Managers	.75								
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	MainePERS: Times Are a Changin’			1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Positioning People to Excel	1.0								
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Emerging Issue: Sexual Harassment			1.0			1.0			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Recruiting the Future: Hometown Careers	1.0		1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Recognizing Signs of Employee Impairment			1.0			1.0			

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Support Our Troops through USERRA	1.0		1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Quality Updates to MMA’s Salary Survey Tool			1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	The Impact of a Rising Minimum Wage			1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Maine Veterans’ Services: Points of Access			1.0						
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Handling Employment Claims			1.0			1.0			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	Using Technology – In the Appropriate Ways			1.0			1.0			
MMA, MTCMA, & MLGHRA – Municipal HR & Management Conf.	6/24/18	How Full is your Bucket?	1.0		1.0						
Build Maine Conference	6/14/18	Build Maine Conference – Day 2							5.0		
MMA	6/5/18	Meet the Grant Funders		3.5							

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MMA	5/30/18	How to Lead Effective Meetings	6.0								
MMA	5/16/18	Managing Freedom of Access Requests					2.5				
MAAO, MMA, MTCMA	5/1/18	Board of Assessment Review	2.0	2.0				2.0			
Municipal Technology Conference	4/27/18	Keynote Address: Protect Thyself: Assessing Cyber Threats and Preventing Fraud	.75			.75		.75			
Municipal Technology Conference	4/27/18	Workplace Technology: Keeping it Appropriate			1.0			1.0			
Municipal Technology Conference	4/27/18	How to Save Money and Conserve Energy with LED Street Lights	1.0	1.0							
Municipal Technology Conference	4/27/18	Back to Basics: Setting Up Your Municipal Office Suite		1.0							
Municipal Technology Conference	4/27/18	Energy Competence: Your Municipality's Most Important Skill	1.0	1.0							
Municipal Technology Conference	4/27/18	Unmanned Aircraft Programs and Potential Municipal Uses	1.0								
Municipal Technology Conference	4/27/18	FirstNetME: Broadband Support for First Responders	1.0								
Municipal Technology Conference	4/27/18	Legal Considerations Regarding the Regulation of Aerial Drones						1.0			
MWDA Spring	4/23/18	Legislative Updates						.75			

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
Training Seminar											
MWDA Spring Training Seminar	4/23/18	GA- A Clients Experience	.75								
MWDA Spring Training Seminar	4/23/18	Taking Your True Colors to Work	1.25								
MWDA Spring Training Seminar	4/23/18	Law Enforcement Professionals – A True Story								1.5	
MWDA Spring Training Seminar	4/23/18	Managing Stress			1.5						
MWDA Spring Training Seminar	4/24/18	DHHS – Common Hotline Questions						.5			
MWDA Spring Training Seminar	4/24/18	Adult Protection & Mental Health								.75	
MWDA Spring Training Seminar	4/24/18	Evictions & Housing Challenges						1.0			
MWDA Spring Training Seminar	4/23/18	Adult Protection & Mental Health							.75		
MWDA Spring Training Seminar	4/23/18	Hoarding	1.25								
MWDA Spring Training Seminar	4/23/18	Fair Hearings	.75								
MWDA Spring Training Seminar	4/23/18	Law Enforcement Professionals								1.5	
MWDA Spring Training Seminar	4/23/18	Fraud						1.5			
MTCMA Interchange	3/16/18	Creating a Positive Work Culture	1.5		1.5						
MTCMA Interchange	3/16/18	Success by Mistake: Bangor’s Experience with Social Media	1.5			1.5					
MTCMA Interchange	3/16/18	Social Styles	1.5		1.5						

MTCMA Certification – Course Credit Information

2018

			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories								Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	General Credits	Professional Development	
MTCMA Interchange	3/16/18	MMA Legislative Update	.75				.75	.75			
MTCMA Interchange	3/16/18	Institute Brainstorming Session	.75				.75	.75			
MMA	3/7/18	Basic Municipal Budgeting		5.75							

MTCMA Certification – Course Credit Information

2017									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/8/17	Leadership Exchange – “Coming and Going: Attracting New Municipal Managers and Preparing for Retirement”	5.5		5.5				
MMA & MTCMA	10/27/17	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0			6.0	
MMA Convention	10/5/17	Dr. Scott Paine – mission Impossible? Making Sense of Today’s Political Landscape	1.25				1.25		
MMA Convention	10/5/17	Portland’s Experience With Ranked Choice Voting					1.25		
MMA Convention	10/5/17	Changing Zoning Rules – The Open Way	1.25						
MMA Convention	10/5/17	Why are Prescription Drugs So Expensive?		1.25					
MMA Convention	10/5/17	Law Enforcement Accreditation	1.25						
MMA Convention	10/5/17	SPECIAL SESSION: Legal Marijuana, Part 1						1.0	
MMA Convention	10/5/17	Navigating Employment Practices Liability			1.0			1.0	
MMA Convention	10/5/17	SPECIAL SESSION: Legal Marijuana, Part 2						1.0	
MMA Convention	10/5/17	Calling Young Leaders	1.0						
MMA Convention	10/5/17	The Law Court’s Frustration with Municipal Land Use Ordinances – Where do We Go From Here?						1.0	
MMA Convention	10/5/17	Right To Know						1.0	
MMA Convention	10/4/17	The Next Generation: Understanding > Stereotyping	1.25		1.25				

MTCMA Certification – Course Credit Information

2017									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA Convention	10/4/17	Making great Hires	1.25		1.25				
MMA Convention	10/4/17	Roads, Bridges and Culverts: The Real Stuff		1.25					
MMA Convention	10/4/17	MMA Annual Business Meeting	1.0						
MMA Convention	10/4/17	Budgets & Taxes: Addressing Change & Challenges	1.0	1.0					
MMA Convention	10/4/17	Coastal Resiliency – Identifying and Managing Weather Related Risks		1.0					
MMA Convention	10/4/17	Budgets & Taxes: Growth Communities	1.25	1.25					
MMA Convention	10/4/17	Confronting the Opioid Epidemic	1.25					1.25	
MMA Convention	10/4/17	Are Your Sign Regulations Legal?						1.25	
MTCMA Institute	08/11/17	Developing Your Personal Employment Agreement			1.25				
MTCMA Institute	08/11/17	Idea Exchange	1.25			1.25			
MTCMA Institute	08/10/17	Unions and the Collective Bargaining Process: Tips, Traps and Theories			1.5			1.5	
MTCMA Institute	08/10/17	How to Save Money on Road Preservations		1.5					
MTCMA Institute	08/10/17	Time for a Change? Marketing Yourself through Resume Building, Cover Letters and Interviewing			1.0				
MTCMA Institute	08/09/17	Keynote Address: Changing Municipal Workforce	1.5						
MTCMA Institute	08/09/17	Municipal Interns Panel			1.25				
MTCMA Institute	08/09/17	Legal Challenges Posed by the Changing Workforce			1.0			1.0	
MTCMA Institute	08/09/17	The Future is Now: Gen X, Gen Y and	1.25		1.25				

MTCMA Certification – Course Credit Information

2017									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
		Millennials in Today’s Municipal Workplace							
MMA & MTCMA	6/28/17	Grant Writing for Municipal Programs and Projects		7.0					
New Managers Workshop	6/27/17	Communication & Educational Services			.50				
New Managers Workshop	6/27/17	Legislative Update	.50						
New Managers Workshop	6/27/17	MTCMA Senior Advisor and Ambassador Program	.50						
New Managers Workshop	6/27/17	Personnel Management	.50		.50				
New Managers Workshop	6/27/17	Code of Ethics				.50			
New Managers Workshop	6/27/17	Legal Framework						1.0	
New Managers Workshop	6/27/17	Maine Municipal Employees Health Trust			.50				
New Managers Workshop	6/27/17	Risk Management Services			.50				
HR Conference	6/15/17	Successful Living in a Guerrilla World	1.0						
HR Conference	6/15/17	Marijuana in the Work Place			1.0				
HR Conference	6/15/17	GASB and – the Last Gasp?		1.0	1.0				
HR Conference	6/15/17	Freeport: A Hands-On Succession Case Study	1.0						
HR Conference	6/15/17	The Smart Approach to Union Negotiations			1.0			1.0	
HR Conference	6/15/17	Social Media Dos and Don’ts	1.0		1.0				
HR Conference	6/15/17	Ethics in the Workplace				1.0			
HR Conference	6/15/17	Defensible Documentation			1.0			1.0	
HR Conference	6/15/17	Best Employment Practices – and a New Hotline			1.0			1.0	
HR Conference	6/15/17	Building a Discrimination Free Work Environment			1.0			1.0	
HR Conference	6/15/17	Live Demonstrations: The ‘New’ MMA Salary Survey	1.0		1.0				
HR Conference	6/15/17	HIPAA for Municipalities, A-Z			1.0	1.0		1.0	

MTCMA Certification – Course Credit Information

2017									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA & MTCMA	6/8/17	Basic Municipal Budgeting		5.75					
MMA & MTCMA	5/23/17	Running Effective Meetings	6.0						
MMA & MTCMA	5/11/17	Boards of Assessment Review	2.0	2.0				2.0	
Municipal Technology Conference	5/11/17	Keynote Address – Change Just Won't Quit: Deal with It	.75						
Municipal Technology Conference	5/11/17	Up Time All the Time: Doing Business in the Cloud	1.0	1.0					
Municipal Technology Conference	5/11/17	The Law and Protecting HIPPA Data			1.0			1.0	
Municipal Technology Conference	5/11/17	Maine's Cyber Threat Landscape	1.0						
Municipal Technology Conference	5/11/17	Mobile Security & Forensics	1.0		1.0				
Municipal Technology Conference	5/11/17	Budgeting: How to Set Up Your Town Office, Cost Effectively		1.0					
Municipal Technology Conference	5/11/17	Social Media Dos and Don'ts			1.0	1.0		1.0	
Municipal Technology Conference	5/11/17	Budgeting: How to Save Money in IT		1.0					
MWDA Spring Seminar	5/2/17	Career Center	1.0						
MWDA Spring Seminar	5/2/17	New Aspire (Fed Cap)	.45						
MWDA Spring Seminar	5/2/17	Roundtables	1.15						
MWDA Spring Seminar	5/2/17	Evictions						1.0	
MWDA Spring Seminar	5/2/17	Under the Influence - Marijuana & Beyond						1.3	
MWDA Spring Seminar	5/1/17	Professional Development – True Colors	1.5						
MWDA Spring Seminar	5/1/17	Basic Application		1.25					
MWDA Spring Seminar	5/1/17	Fraud & Appeals						.45	
MWDA Spring Seminar	5/1/17	Panel Q & A	1.0						
MWDA Spring Seminar	5/1/17	How Full is Your Bucket?	1.0						
MMA & MTCMA	4/11/17	Roles of Elected Officials & Municipal					4.0		

MTCMA Certification – Course Credit Information

2017									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
		Managers							
MMA & MTCMA	3/28/17	Verbal Judo – Tactical Communication for the Public Employee	6.0		6.0			6.0	
MTCMA Interchange	3/24/17	Keynote Presentation: Bill Efting, Retired Town Manager, Frisco, CO	1.75						
MTCMA Interchange	3/24/17	Tom Mourmouras, Fiscal Therapy Financial		.75					
MTCMA Interchange	3/24/17	Lt. John Kilbride, Falmouth Police Department	.50					.50	
MTCMA Interchange	3/24/17	Legal Updates with Leah Rachin & Durward Parkinson, Attorneys, Bergen & Parkinson LLC and Ted Kelleher & Amy Tchao, Attorneys, Drummond Woodsum			1.5			1.5	
MTCMA Interchange	3/24/17	Panel Discussion		1.0	1.0			1.0	
MTCMA Interchange	3/24/17	MMA Legislative Update with Geoff Herman, Director, State & Federal Relations, MMA	.75				.75	.75	
MMA & MTCMA	3/21/17	Aerial Drones and the Current Legal Landscape						2.0	
MMA & MTCMA	3/13/17	Managing Freedom of Access Requests					2.5		
MMA & MTCMA	2/28/17	Lifting the Haze: Marijuana & Legal Considerations						5.0	

MTCMA Certification – Course Credit Information

2016									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/09/16	ICMA Workshop—Essential Management Skills	2.5			2.5			
MTCMA Joint Workshop	12/09/16	Trouble in the Presidentials: What a Mountaineering Accident Can Teach Us About Leadership and Managing Risk	2.5						
MMA	10/24/16	Verbal Judo	6.0		6.0			6.0	
Jensen Baird Gardner Henry	10/20/16	Municipal Law for Town & City Managers: Understanding the Fundamental Legal Issues Related to Local Government						7.5	
MMA Convention	10/6/16	The Future of the University of Maine System	1.25						
MMA Convention	10/6/16	Lewiston-Auburn Merger: What Lies Ahead?	1.25	1.25				1.25	
MMA Convention	10/6/16	Making Healthy Downtowns a Reality	1.25	1.25					
MMA Convention	10/6/16	Addressing, Acquiring Properties with Unpaid Taxes	1.25	1.25				1.25	
MMA Convention	10/6/16	An Active Shooter in Your Community	1.0					1.0	
MMA Convention	10/6/16	Active Shooter: Tactical Instruction	1.0					1.0	
MMA Convention	10/6/16	Municipal Impact of New Overtime Rules	1.0	1.0				1.0	
MMA Convention	10/6/16	Street Lights and Your Community	1.0	1.0					
MMA Convention	10/6/16	Active Shooter: Tactical Instruction (cont.)	1.0					1.0	
MMA Convention	10/6/16	Right to Know						1.0	
MMA Convention	10/6/16	Demonstrating the 2016 Municipal Salary Survey	1.0	1.0					
MMA Convention	10/6/16	ADA Requirements for Local Government Public Projects	1.5					1.5	
MMA Convention	10/5/16	The 'Open' Revolution	1.25						
MMA Convention	10/5/16	Cutting Edge Energy Projects	1.25	1.25					

MTCMA Certification – Course Credit Information

2016									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA Convention	10/5/16	Elder Scams	1.25					1.25	
MMA Convention	10/5/16	Medical Marijuana in the Workplace	1.25		1.25			1.25	
MMA Convention	10/5/16	MMA Annual Business Meeting	1.0						
MMA Convention	10/5/16	Trees Everywhere: What’s the Future of Our Forests?	1.0	1.0					
MMA Convention	10/5/16	Making Good Employee Leave Decisions			1.0			1.0	
MMA Convention	10/5/16	Setting MMA’s 2017 Legislative Priorities	1.25						
MMA Convention	10/5/16	Following the Money: How Retail is Changing	1.25	1.25					
MMA Convention	10/5/16	Making Your Comp Plan Meaningful	1.25						
MTCMA Institute	8/10/16	Keynote Address: Lessons from a Millennial Mayor	1.25						
MTCMA Institute	8/10/16	Generation Next: Succession Planning for Communities, Keeping and Attracting Young People to Maine	1.5						
MTCMA Institute	8/10/16	Trends in Ethics for City Management			1.0	1.0			
MTCMA Institute	8/10/16	Trends in Ethics for City Management			1.25	1.25			
MTCMA Institute	8/10/16	Designing, Developing and Implementing Successful Internships	1.5		1.5			1.5	
MTCMA Institute	8/10/16	Panel: MTCMA Sponsors Reflect on “Generation Next”	1.25	1.25				1.25	
MTCMA Institute	8/10/16	Idea Exchange (Other category credits – TBD 7-15-16)	1.25						
New Managers Workshop	6/21/16	MTCMA Senior Advisor and Ambassador Program	.50						
New Managers Workshop	6/21/16	Personnel Management	.50		.50				
New Managers Workshop	6/21/16	Code of Ethics				.50			
New Managers Workshop	6/21/16	Legal Framework						1.0	
New Managers Workshop	6/21/16	Maine Municipal Employees Health Trust			.50				

MTCMA Certification – Course Credit Information

2016									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
New Managers Workshop	6/21/16	Risk Management Services			.50				
New Managers Workshop	6/21/16	Communication & Educational Services			.50				
New Managers Workshop	6/21/16	Legislative Update	.50						
HR Conference	6/7/16	What is the Future of Maine Retirement?			1.0				
HR Conference	6/7/16	Creating a Safe Workplace			1.0				
HR Conference	6/7/16	Defensible Documentation			1.0			1.0	
HR Conference	6/7/16	Social Media Dos and Don'ts	1.0		1.0				
HR Conference	6/7/16	How to Plan for a Maine Department of Labor Inspection	1.0		1.0				
HR Conference	6/7/16	Yes, Here's Another Update on the ACA			1.0				
HR Conference	6/7/16	Collective Bargaining	1.0		1.0			1.0	
HR Conference	6/7/16	Making Great Hires	1.0						
HR Conference	6/7/16	Creating, Maintaining a Healthy Worksite Wellness Program			1.0				
HR Conference	6/7/16	How to Keep Employment Practices 'Discrimination Proof'			1.0			1.0	
HR Conference	6/7/16	Stretching in the Workplace			1.0				
HR Conference	6/7/16	Common Supervisor Pitfalls & How to Avoid Them	1.0		1.0			1.0	
HR Conference	6/7/16	2016 MMA Salary Survey: An Update	1.0		1.0				
MAAO	5/24/16	Boards of Assessment Review Workshop	2.0	2.0				2.0	
Municipal Tech Conference	5/5/16	Keynote Address – Change is Inevitable. Growth is Optional.	.75						
Municipal Tech Conference	5/5/16	Is the Cloud For You?		1.0					
Municipal Tech Conference	5/5/16	Maine's Broadband Challenge	1.0						
Municipal Tech	5/5/16	Building a Culture of Security	1.0	1.0					

MTCMA Certification – Course Credit Information

2016									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
Conference									
Municipal Tech Conference	5/5/16	Making Sense of the Cloud	1.0	1.0					
Municipal Tech Conference	5/5/16	Streamlining Municipal Government through Location Awareness	1.0						
Municipal Tech Conference	5/5/16	New from Maine Municipal Association: IT Services to Help You	1.0						
Municipal Tech Conference	5/5/16	Low-Cost GIS for Maine Municipalities	1.0	1.0					
Municipal Tech Conference	5/5/16	Not Your Grandparents' Libraries	1.0						
Municipal Tech Conference	5/5/16	Free Web Mapping Tools that Help Local Government	1.0	1.0					
MWDA Spring Training	4/25/16	GA Law Changes						.75	
MWDA Spring Training	4/25/16	GA Application with New Laws						.75	
MTCMA Interchange	3/25/16	MMA Legislative Update	.75				.75	.75	
MTCMA Interchange	3/25/16	Panel Presentation – Models & Tools that Support Aging in Place	1.25						
MTCMA Interchange	3/25/16	Panel Discussion – What's Working in Maine	1.5						
MTCMA Interchange	3/25/16	Meeting the Challenges of a New Frontier	.75						
MTCMA Interchange	3/25/16	Demographics and Maine's Economic Future		.75					
Computer Security: Are You Really Protected?	3/15/16	Computer Security: Are You Really Protected?						4.0	
Effective Time Management	2/9/16	Effective Time Management	2.5						

MTCMA Certification – Course Credit Information

2015									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
Leadership Exchange	12/04/15	Joint Leadership Exchange workshop	2.75		2.5				
MMA Convention	10/8/15	Right to Know						1.0	
MMA Convention	10/8/15	Trends in Municipal Manager Searches			1.0				
MMA Convention	10/8/15	Conflicts of Interest: How and Why to Avoid Them					1.0	1.0	
MMA Convention	10/8/15	Effective Meeting Facilitation	1.25						
MMA Convention	10/8/15	Strategic Planning Done Right		1.25					
MMA Convention	10/8/15	Community Risk Reduction & Fire Safety	1.25	1.25					
MMA Convention	10/8/15	Killer Show: Lessons from the Station Nightclub Fire						1.25	
MMA Convention	10/7/15	The ABCs of Healthcare			1.25				
MMA Convention	10/7/15	Freedom of Access: How is it Working?						1.25	
MMA Convention	10/7/15	Talking to Municipal Managers about the Future of Assessing		1.0					
MMA Convention	10/7/15	Preparing for a DOL Safety Audit			1.0				
MMA Convention	10/7/15	MMA Annual Business Meeting	1.0						
MMA Convention	10/7/15	Credit Card Use: Growing & Inevitable		1.25					
MMA Convention	10/7/15	Municipal Collaboration: Real-Life Case Studies	1.25	1.25					
MMA Convention	10/7/15	Going Solo: A Demographic Sea Change	1.25						
MTCMA Institute	8/14/15	Dicing Up Ethics and the Hiring Process			1.25	1.25			
MTCMA Institute	8/14/15	Dicing Up Ethics and the Hiring Process (cont'd.)			1.0	1.0			
MTCMA Institute	8/13/15	"Prep" Now for a MHRC Complaint	1.5		1.5				
MTCMA Institute	8/12/15	Cooking with Elected Officials	1.5				1.5		
MTCMA Institute	8/12/15	Strategic Planning: The Critical Ingredient	1.75				1.75		
MTCMA Institute	8/12/15	Strategic Planning: The Critical Ingredient (cont'd.)	1.0				1.0		

MTCMA Certification – Course Credit Information

2015									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	8/12/15	Serving Up Civic Participation	1.25						
New Managers Workshop	06/23/15	MTCMA Senior Advisor and Ambassador Program	.5						
New Managers Workshop	06/23/15	Personnel Management	.5		.5				
New Managers Workshop	06/23/15	Code of Ethics				.5			
New Managers Workshop	06/23/15	Legal Framework						1.0	
New Managers Workshop	06/23/15	Maine Municipal Employees Health Trust			.5				
New Managers Workshop	06/23/15	Risk Management Services			.5				
New Managers Workshop	06/23/15	Communication & Educational Services			.5				
New Managers Workshop	06/23/15	Legislative Update	.5						
HR Conference (1 st Annual)	6/16/15	The Future of Health Care in Maine			1.0				
HR Conference (1 st Annual)	6/16/15	It's 2015! Are You Ready for ACA Reporting??			1.0				
HR Conference (1 st Annual)	6/16/15	The Aging Workforce: Challenges and Solutions			1.0				
HR Conference (1 st Annual)	6/16/15	Common Supervisor Pitfalls and How to Avoid Them			1.0			1.0	
HR Conference (1 st Annual)	6/16/15	When the FMLA, ADA & Worker's Comp Overlap			1.0			1.0	
HR Conference (1 st Annual)	6/16/15	Proven Legal Strategies in Handling Employment Discrimination Claims			1.0			1.0	
HR Conference (1 st Annual)	6/16/15	How to Plan for a Bureau of Labor Safety Inspection	1.0		1.0				
HR Conference (1 st Annual)	6/16/15	Creating a Positive Work Culture	1.0						
HR Conference (1 st Annual)	6/16/15	HIPAA for Municipalities: From A to Z			1.0	1.0		1.0	
HR Conference (1 st Annual)	6/16/15	SustainABLE Maine			1.0			1.0	
HR Conference (1 st Annual)	6/16/15	Challenging Conversations – How to Do Them Right	1.0		1.0				
HR Conference (1 st Annual)	6/16/15	The Maine Tort Claims Act and Discretionary Function Immunity: A			1.0			1.0	

MTCMA Certification – Course Credit Information

2015									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
		One Hour Primer							
Boards of Assessment Review	5/12/15	n/a	2.0	2.0				2.0	
Municipal Tech Conference	5/7/15	Keynote Address	.75						
Municipal Tech Conference	5/7/15	Five Key Principles in IT Budgeting		1.0					
Municipal Tech Conference	5/7/15	Critical Importance of Cyber Security		1.0					
Municipal Tech Conference	5/7/15	Asset Management and GIS		1.0					
Municipal Tech Conference	5/7/15	The Importance of Social Media	1.0						
Municipal Tech Conference	5/7/15	Social Media: Municipal Dos and Don'ts	1.0						
MTCMA Interchange	3/27/15	Safety Pays – How Claims Impact Costs		1.0	1.0				
MTCMA Interchange	3/27/15	How We Get Hurt – Yes, Most of the Time it's Your Fault		.75	.75				
MTCMA Interchange	3/27/15	Getting the Most out of Your Safety Program		.75	.75				
MTCMA Interchange	3/27/15	Understanding Safety & Health Compliance			.75			.75	
MTCMA Interchange	3/27/15	Creating & Maintaining Your Wellness Program	.75		.75				
MTCMA Interchange	3/27/15	Legislative Update	.75				.75	.75	

MTCMA Certification – Course Credit Information

2014									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/5/2014	The Future of Local Government Mgmt	4.0		4.0				
MMA Convention	10/2/14	Roselyn Connor – Leading at the Speed of Change	1.0		1.0				
MMA Convention	10/2/14	Effective Meeting Facilitation	1.25		1.25		1.25		
MMA Convention	10/2/14	Evaluating Municipal Managers			1.0		1.0		
MMA Convention	10/2/14	Updating the Affordable Care Act		1.0	1.0				
MMA Convention	10/1/14	Peter Kageyama-For the Love of Cities	1.25	1.25			1.25		
MMA Convention	10/1/14	Lessons from the Penn State Scandal	1.25		1.25			1.25	
MMA Convention	10/1/14	Showing Some Heart: Top Management Tips	1.0		1.0	1.0	1.0		
MMA Convention	10/1/14	Promise, Challenges of Municipal Collaboration	1.25	1.25				1.25	
MTCMA Institute	8/13-8/15/14	Reinvention Made Easy-Change Your Strategy, Change Your Results	1.5	1.5			1.5		
MTCMA Institute	8/13-8/15/14	Change Happens!	1.25	1.25			1.25		
MTCMA Institute	8/13-8/15/14	Ethics Learned the Hard Way, Part I				1.0			
MTCMA Institute	8/13-8/15/14	Ethics Learned the Hard Way, Part II				1.25			
MTCMA Institute	8/13-8/15/14	Wrongful Termination, Discrimination and Harassment in the Municipal Workplace			1.5			1.5	
MTCMA Institute	8/13-8/15/14	Network Safety and Security – Protecting Your Communications Resources	1.25	1.25					
MTCMA Institute	8/13-8/15/14	It Takes a Village – Part I	1.0						
MTCMA Institute	8/13-8/15/14	It Takes a Village – Part II	1.25						
New Managers Workshop	06/24/14	Legal Framework			1.0			1.0	
New Managers Workshop	06/24/14	Personnel Management	1.0		1.0				
New Managers Workshop	06/24/14	Code of Ethics				1.5			
New Managers Workshop	06/24/14	Risk Management Services			.5				
New Managers Workshop	06/24/14	Legislative Update	1.0						
Boards of Assessment	05/08/14	n/a	2.0	2.0				2.0	

MTCMA Certification – Course Credit Information

2014									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
Review									
MTCMA Interchange	3/28/14	Taking Charge of Social Media, Part I	1.25		1.25				
MTCMA Interchange	3/28/14	Taking Charge of Social Media, Part II	.75		.75				
MTCMA Interchange	3/28/14	Social Media Dos and Don'ts for the Public Sector	.75		.75		.75		
MTCMA Interchange	3/28/14	Legislative Agenda and Overview	1.5				1.5	1.5	
MTCMA Interchange	3/28/14	Legislative Q & A	.5				.5	.5	

MTCMA Certification – Course Credit Information

2013									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/6/13	People Power	6.0		6.0			6.0	
MMA	10/24/13	Personnel Practices			1.5				
MMA Convention	10/03/13	Dynamic Downtowns		1.25					
MMA Convention	10/03/13	Recall Fever					1.25		
MMA Convention	10/03/13	Hidden Costs of Budget Cuts		1.5					
MMA Convention	10/03/13	Right to Know					1.25		
MMA Convention	10/03/13	Best Labor Practices for Municipalities			1.25				
MMA Convention	10/03/13	Grant Writing		1.0					
MMA Convention	10/03/13	The Affordable Care Act – And You!			1.0				
MMA Convention	10/03/13	Public Employee Retirement Trends		1.0					
MMA Convention	10/02/13	Moral Leadership, Reconciling Differences and Getting to Yes!	1.25						
MMA Convention	10/02/13	Civility in City Hall	1.25						
MMA Convention	10/02/13	Maine’s Commodities Purchasing Program		1.0					
MMA Convention	10/02/13	Disaster Response Planning	1.0						
MMA Convention	10/02/13	Recreation, Open Space & Economic Development					1.25		
MTCMA Institute	8/14-8/16/13	Walt Stasinski - The Power of Fun at Work	1.5		1.5				
MTCMA Institute	8/14-8/16/13	Walt Stasinski - Do You Have a Fear of Public Speaking?	1.25				1.25		
MTCMA Institute	8/14-8/16/13	The ABCs of Manager Professional Liability			1.0			1.0	
MTCMA Institute	8/14-8/16/13	Public Relations Disasters - How to Prevent and How to Handle When They Do Happen	1.25		1.25	1.25	1.25		
MTCMA Institute	8/14-8/16/13	Moving Your Organization Toward Higher Performance	1.5		1.5				
MTCMA Institute	8/14-8/16/13	Moving Your Organization Toward Higher Performance (continued)	1.25		1.25				
MTCMA Institute	8/14-8/16/13	Unemployment Q & A			1.0			1.0	

MTCMA Certification – Course Credit Information

2013									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Institute	8/14-8/16/13	Meeting the Mandates of the 2014 Health Care Reform Act		1.25	1.25			1.25	
New Managers Workshop	06/25/13	Legal Framework						1.0	
New Managers Workshop	06/25/13	Personnel Management	1.0		1.0				
New Managers Workshop	06/25/13	Maine Municipal Employees Health Trust			1.0				
New Managers Workshop	06/25/13	Code of Ethics				1.5			
New Managers Workshop	06/25/13	Risk Management Services			.5				
New Managers Workshop	06/25/13	Legislative Update	1.0						
MMA – Basic Municipal Budgeting	06/20/13			1.5					
Boards of Assessment Review	05/09/13	n/a	2.0	2.0				2.0	
MTCMA Interchange	3/1/13	Welcome and Keynote Presenter's: Michelle Beal, Martin Puckett, and Peter Vigue	1.0						
MTCMA Interchange	3/1/13	Man Made Disasters: Results of Inadequate Funding		1.0					
MTCMA Interchange	3/1/13	Session 1: Capital Funding Solutions		1.0					
MTCMA Interchange	3/1/13	Session 2: You Cannot NOT Communicate	1.0						
MTCMA Interchange	3/1/13	Session 1: Getting the Story Straight	1.0						
MTCMA Interchange	3/1/13	Session 2: Water & Waste Water-Maintenance and Operational Planning		1.0					
MTCMA Interchange	3/1/13	Session 1: Communications During Emergencies	1.0						
MTCMA Interchange	3/1/13	Session 2: Social Media & Public Information	1.0						
MMA – Personnel Practices	01/10/13				1.5				

MTCMA Certification – Course Credit Information

2012									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MMA – Personnel Practices	12/18/12				1.5				
MTCMA Joint Workshop	12/14/12	Creating a Culture of Accountability	6.0		6.0		6.0		
MMA Convention	10/04/12	Effective Bargaining	1.25		1.25			1.25	
MMA Convention	10/04/12	Effective Asset Management	1.25				1.25		
MMA Convention	10/04/12	Roles of Elected Officials & Municipal Managers	1.25				1.25		
MMA Convention	10/03/12	Influencing with Integrity	1.25				1.25		
MMA Convention	10/03/12	Succession Planning for Municipal Leaders	1.0		1.0		1.0		
MMA Convention	10/03/12	Going up in Maine: Public Schools Cost	1.25						
MTCMA Institute	8/22-8/24/12	Memory Magic - Paul Mellor, Keynote Speaker, Success Links	1.5						
MTCMA Institute	8/22-8/24/12	Session 1: Changes in Maine's Freedom of Access Act						1.25	
MTCMA Institute	8/22-8/24/12	Session 2: Legislative Potpourri						1.5	
MTCMA Institute	8/22-8/24/12	Ready to Lead	2.25			2.25	2.25		
MTCMA Institute	8/22-8/24/12	Put Me In, Coach	2.75		2.75				
MTCMA Institute	8/22-8/24/12	Bending the Health Insurance Trend. Elizabeth Mitchell	1.5	1.5	1.5				
MTCMA Institute	8/22-8/24/12	Bending the Health Insurance Trend. John Benoit	1.5	1.5	1.5				
MMA – Managing Freedom of Access Requests	8/21/12						1.5		
MMA – Personnel Practices	8/15/12				1.5				
MMA - Roles of Elected Off & Muni Managers	06/21/12						1.5		
MMA – When Inmates Come Home	05/22/12		5.0						
Boards of Assessment	04/26/12	n/a	2.0	2.0				2.0	

MTCMA Certification – Course Credit Information

2012									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
Review									
MMA - Roles of Elected Off & Muni Managers	04/25/12						1.5		
MMA – Personnel Practices	4/24/12				1.5				
MMA - Managing Freedom of Access Requests	04/10/12						1.5		
MTCMA Interchange	3/2/12	From Small Towns to Large Cities - Doing More with Less	1.5	1.5	1.5				
MTCMA Interchange	3/2/12	Providing Strategies to Achieve Human Resource Success	1.5		1.5				
MTCMA Interchange	3/2/12	Cliff Notes for Municipal Managers: A Round Table Lab	1.5	1.5	1.5				
MMA - Basic Municipal Budgeting	02/12/12			1.5					

MTCMA Certification – Course Credit Information

2011									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/9/11	Joint Training with NH Municipal Managers: Form-Based Codes & Creating Professional Development Plans & Managing Your Career	6.0		6.0			6.0	
MMA - Basic Municipal Budgeting	12/02/11			1.5					
MTCMA Institute	8/24-8/26/11	Applying Ethics to the Organization				1.5	1.5		
MTCMA Institute	8/24-8/26/11	Understanding Financials		1.5				1.5	
MTCMA Institute	8/24-8/26/11	Baldrige: A Model for Excellence and High Performance in Local Government	3.0		3.0				
MTCMA Institute	8/24-8/26/11	Going "Green" & Energy Sustainability	1.5	1.5					
MTCMA Institute	8/24-8/26/11	Legal - Concurrent Sessions		1.5	1.5			1.5	
MTCMA Institute	8/24-8/26/11	Municipal Shared Services	1.5	1.5					
MTCMA Institute	8/24-8/26/11	Dealing with Public Distrust				1.5	1.5		
MMA - Basic Municipal Budgeting	4/29/11			1.5					
MTCMA Interchange	3/4/11	Good Ethics, Good Government			1.5	1.5			
MTCMA Interchange	3/4/11	Economic Development Tools	1.5	1.5				1.5	
MTCMA Interchange	3/4/11	Economic Development Tools-Real World Application	1.5	1.5					
MTCMA Interchange	3/4/11	Update from the DECD	1.0						

MTCMA Certification – Course Credit Information

2010									
			# of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories						Calculate points below
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	
MTCMA Joint Workshop	12/3/10	Making It Work: Technology and Innovation in Local Government	4.0	4.0	4.0			4.0	
MTCMA Institute	8/18-8/20/10	9:00-10:30 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	10:45-12:15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	1:15-2:30 15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	2:45-4:00 15 Asking Your Police Chief and Fire Chief the Right Questions to Get the Right Answers	2.0	2.0	2.0				
MTCMA Institute	8/18-8/20/10	Regionalization/Consolidation Successes and Failures, and Managing Public Opinion	2.0		2.0				
MTCMA Institute	8/18-8/20/10	Legal Implications and Considerations of Consolidations						2.0	
MTCMA Institute	8/18-8/20/10	Uncomplicating Management	1.0		1.0				
MTCMA Institute	8/18-8/20/10	Synergy Profile	1.0		1.0				
MMA – Basic Municipal Budgeting	04/16/10			1.5					
MTCMA Interchange	3/5/10	Leadership in Challenging Times	1.25						
MTCMA Interchange	3/5/10	Legal Defending Your Assessment						1.25	
MTCMA Interchange	3/5/10	Freedom of Information Act						.30	
MTCMA Interchange	3/5/10	Manager as a Catalyst for Change	1.0						
MTCMA Interchange	3/5/10	Manager as a Catalyst for Change (cont'd)	1.0						