

MTCMA Certification – Course Credit Information

2024	# 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								
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA Understanding the Freedom of Access Act	12/4/24	Understanding the Freedom of Access Act 430-6pm					1.5		
MMA Annual Convention	10/3/24	Maine Paid Family Medical Leave (PFML)	1.25		1.25			1.25	
MMA Annual Convention	10/3/24	Welcome & Featured Speaker: The Urgency of Building Resilient Communities	1.25				1.25	1.25	
MMA Annual Convention	10/3/24	Right to Know Law Training	1.25				1.25	1.25	
MMA Annual Convention	10/3/24	Land Use Planning & Housing, Tools, Tips, and Changes: Building with Community Consensus	1.25	1.25			1.25		
MMA Annual Convention	10/3/24	We’ve Always Done it That Way is Over: What’s Next	1.25		1.25				
MMA Annual Convention	10/3/24	Featured Speaker Luncheon: Building Resilient Communities Through NLC Advocacy	1.25					1.25	
MMA Annual Convention	10/3/24	Getting the Most Out of Your Mental Health Resources			1.25				
MMA Annual Convention	10/3/24	Enhancing Municipal Building Through Energy Efficiency Upgrades		1.25					

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA Annual Convention	10/3/24	Women Leading Government: Leading in Male-Dominated Fields (MTCCA)	1.25				1.25		
MMA Annual Convention	10/3/24	Simplifying Your Workers Comp Audit: A Step by Step Guide			1.25				
MMA Annual Convention	10/3/24	Title II Website Accessibility Requirements: What Every Municipality Needs to Know						1.25	
MMA Annual Convention	10/2/24	Effective Local Leadership: Policy Development & Implementation	1.25	1.25					
MMA Annual Convention	10/2/24	General Assistance Overview (MWDA)		1.25					
MMA Annual Convention	10/2/24	MMA Annual Business Meeting	1.25						
MMA Annual Convention	10/2/24	Lessons Learned from Local Government Exploration of AI	1.25	1.25					
MMA Annual Convention	10/2/24	Lessons on Infrastructure Resilience from MaineDOT	1.25		1.25				
MMA Annual Convention	10/2/24	Securing Support: Resources and Funding for Affordable Housing Development (MCDA)		1.25				1.25	
MMA Annual Convention	10/2/24	Gun Law Changes and Best Practices	1.25		1.25			1.25	
MMA Annual Convention	10/2/24	How Livable Communities and Age Friendly Programs help your community		1.25				1.25	
MMA Annual Convention	10/2/24	Maine State Cemetery Preservation Commission Overview (MSCPC)	1.25		1.25			1.25	
MMA Verbal Judo	9/26/24	Verbal Judo	8		8			8	

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MMA Understanding the Freedom of Access Act	8/22/24	Understanding the Freedom of Access Act 430-6pm					1.5		
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
78 th MTCMA New England Management Institute	8/14/24	Keynote – “The Secret Sauce: Thriving in Times of Change”	1.0						
78 th MTCMA New England Management Institute	8/14/24	Dealing w/ Difficult Elected Officials & Clarifying the Role of the Managers vs. Elected Officials	1.25				1.25		
78 th MTCMA New England Management Institute	8/14/24	Heavy is the Head that Wears the Crown: Manager Mental Health	1.0						
78 th MTCMA New England Management Institute	8/14/24	Assisting Residents with Mental Health Needs	1.0						
78 th MTCMA New England Management Institute	8/14/24	Q&A with MTCMA’s Ambassadors	1.0						

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78 th MTCMA New England Management Institute	8/15/24	County Government as a Partner	1.25	1.25					
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
78 th MTCMA New England Management Institute	8/15/24	A Conversation about the Managers Role in Community Leadership	1.25	1.25					
78 th MTCMA New England Management Institute	8/15/24	How to Successfully (and Lawfully) Navigate A First Amendment Audit						1.0	
78 th MTCMA New England Management Institute	8/15/24	Successful Onboarding for New Employees			1.0				
78 th MTCMA New England Management Institute	8/15/24	Deep Dive: Employee Discipline and Performance Improvement Plans (PIPs)			1.0			1.0	
78 th MTCMA New England Management Institute	8/15/24	Financial Investment Opportunities for Municipalities		1.0				1.0	

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78 th MTCMA New England Management Institute	8/16/24	MMA Legislative Update & Advocacy 101					1.0	1.0	
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
78 th MTCMA New England Management Institute	8/16/24	Bureau of Parks and Land Grant Opportunities		1.0					
78 th MTCMA New England Management Institute	8/16/24	Developing an Ethics oriented Culture Within your Organization					1.0		
78 th MTCMA New England Management Institute	8/16/24	Changing Demands on Managers – Reflections from seasoned Public Administrators	1.0						
MMA HR Conference	6/12/24	Keynote: The Business of Shared Leadership	1		1				

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MMA HR Conference	6/12/24	Help Wanted: Turning Your Workplace into a Talent Magnet (Concurrent)	1		1				
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA HR Conference	6/12/24	The What, Where, When, and How of Documentation in Municipal Government (Concurrent)			1				
MMA HR Conference	6/12/24	Mental Health – Getting the Most out of Resources for your Employees (concurrent)			1				
MMA HR Conference	6/12/24	Paid Family and Medical Leave Updates (Concurrent)			1			1	
MMA HR Conference	6/12/24	Coaching for Success: Bringing Out the Best in Your Supervisors (Concurrent)	1						

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MMA HR Conference	6/12/24	The Do's and Don'ts of Due Process (Concurrent)			1			1	
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA HR Conference	6/12/24	Reasonable Accommodations for People with Disabilities (Concurrent)							
MMA HR Conference	6/12/24	Office Ergonomics (Concurrent)			1				
New Managers workshop	6/6/24	Ethics and Conflicts of Interest Overview				1			
New Managers workshop	6/6/24	Human Resources and Personnel Management			1				

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New Managers workshop	6/6/24	Understanding Your Role as Manager	.75				.75	.75	
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Build Maine Conference	6/6/24	Breaking from the Suburban Era to unlock Housing	0.75						
Build Maine Conference	6/6/24	Matt Wagner	1						
Build Maine Conference	6/6/24	Small scale development	1						
Build Maine Conference	6/6/24	Katherine Burgess	0.75				0.75		

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Build Maine Conference	6/6/24	Passenger rail	0.75						
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Build Maine Conference	6/6/24	State Policy & Funding updates						0.5	
Build Maine Conference	6/6/24	Policy Action highlights						0.5	
Build Maine Conference	6/6/24	Tom Low	1						
Build Maine Conference	6/6/24	Jake Bittle	1						

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Build Maine Conference	6/5/24	Activating upper stories	1	1					
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MAAO BAR workshop	5/8/24	Board of Assessment review	2	2				2	
MMA Verbal Judo	5/6 & 5/7/24	MMA Verbal Judo	9		9			9	
MTCMA's 44 th Annual Statewide Manager Interchange	3/29/24	Bringing Home the Bacon: Best Practices for Obtaining Congressionally Directed Spending (CDS)		1					
MTCMA's 44 th Annual Statewide Manager Interchange	3/29/24	MMA Legislative Update	1				1		

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MTCMA’s 44 th Annual Statewide Manager Interchange	3/29/24	No More Profits! The Tax Acquired Property Process & Impact of Recent Court Rulings		1				1	
MTCMA’s 44 th Annual Statewide Manager Interchange	3/29/24	Keynote Session: We’ve Always Done It That Way Is Over: What’s Next?	1		1				
MMA Basic Municipal Budgeting	3/20/24	MMA Basic Municipal Budgeting		5.75					
Understanding FOAA	3/7/24	Understanding FOAA 2-4pm					2		
2023									
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Understanding FOAA	12/18/23	Understanding FOAA					2		
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Workforce trends	1.25		1.25				
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Success Stories: How communities are attracting and retaining staff			1.25				

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MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Current Human Resource Issues at a glance			1.25			1.25	
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Artificial Intelligence: The Impact on municipal Government & the Workforce	1.25						
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA Verbal Judo	9/14/23	MMA Verbal Judo	9		9			9	
Understanding FOAA	8/2/23	Understanding FOAA					2		
MMA HR & Management Conference	6/22/23	Embracing a culture of diversity, equity & inclusion	1		1				
MMA HR & Management Conference	6/22/23	Consideration and strategies for employing people with visual impairments	1		1				
MMA HR & Management Conference	6/22/23	Common wage & hour violations & how to avoid them: Key compliance tips for public sector employers		1	1				
MMA HR & Management Conference	6/22/23	Developing or revamping your safety program		1	1				
MMA HR & Management Conference	6/22/23	How to conduct a workplace investigation			1			1	
MMA HR & Management Conference	6/22/23	De-escalation: conflict resolution in the workplace	1		1				
MMA HR & Management Conference	6/22/23	You're hiring a new employee – Now what?	1		1				
MMA HR &	6/22/23	Making Municipal jobs	1		1	1			

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Management Conference		accessible and appealing to a new generation of workers							
MMA HR & Management Conference	6/22/23	Mental Health – An introduction	1		1				
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker – Nathan Allebach	.75						
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Build Maine 2023 Conference	6/8 & 6/9/23	Making your own pop-up public spaces							
Build Maine 2023 Conference	6/8 & 6/9/23	Unlocking the building blocks of Maine		.75					
Build Maine 2023 Conference	6/8 & 6/9/23	Tactical Urbanism in Action	.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Getting housing built in your town	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Land banking 207-setting up your bank							
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker Nathan Phillips session							
Build Maine 2023 Conference	6/8 & 6/9/23	Latest & Greatest from policy action 2023					1		
Build Maine 2023 Conference	6/8 & 6/9/23	Land Banking 2.0 project based TIFS		1					
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker Karen Porolek – Principal & CEO opticos							
Build Maine 2023 Conference	6/8 & 6/9/23	Municipal Housing strategies from the field	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Transforming Commercial streets	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker James Brainard session	.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – spinning mill redevelopment							

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Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Bike tour of downtown and river trail							
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Maine grains gristmill tour . . .							
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Tactical Urbanism in Action							
MMA Verbal Judo Two-Day Workshop	5/11/23 & 5/12/23	Verbal Judo	9		9			9	
MMA Basic Municipal Budgeting	4/28/23	MMA Basic Municipal Budgeting		5.75					
MWDA Spring training Seminar	4/25/23	Round table discussions – DHHS – Fraud – State reimbursements and forms - Immigrations	1.50						
MWDA Spring training Seminar	4/25/23	Community Programs	1						
MWDA Spring training Seminar	4/25/23	GA Trivia	.75						
MWDA Spring training Seminar	4/25/23	Evictions						1	
MWDA Spring training Seminar	4/25/23	Advanced Fact Pattern		1.50				1.50	
MWDA Spring training Seminar	4/24/23	Not Just Surviving – but Thriving		1.50				1.50	
MWDA Spring training Seminar	4/24/23	Basic fact Pattern		1.50				1.50	
MWDA Spring training Seminar	4/24/23	How Community action agencies provide a safety net							

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		in Maine							
MWDA Spring training Seminar	4/24/23	DHHS Updates and Portal training						.75	
MWDA Spring training Seminar	4/24/23	Legislative Updates						.75	
MTCMA 43 rd Annual Statewide Manager Interchange	3/24/23	Navigating the Federal Grant Registration System and Locating Federal Grants for your Community		1					
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
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					
Understanding FOAA	3/7/23	Understanding FOAA					2		

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal		
	MMANH/MTCMA Joint Leadership Exchange	12/2/22	Climate Change	4			4				
	MMA	11/30/22	Legal Update on Recreational Marijuana						2.5		
	MMA Convention	10/6/22	From “Help Wanted” to Help Delivered	1.25	1.25	1.25					
	MMA Convention	10/6/22	Partnering to Protect Local Election Officials	1.25				1.25			
	MMA Convention	10/6/22	Public Safety Mental Health and Wellness: Why Culturally Competent Providers Matter	1.25		1.25	1.25				
	MMA Convention	10/6/22	“Welcome Home?” How Municipalities can Address Challenges Facing Immigrants	1.25	1.25		1.25		1.25		
	MMA Convention	10/6/22	From Public to Private: All things PFAS	1.25		1.25					
	MMA Convention	10/6/22	What’s Your Plan for Bringing Home Broadband?	1.25	1.25				1.25		
	MMA Convention	10/6/22	What Happens When It Happens – What Municipal Officials Need to Know About Officer-Involved Shootings and Critical Incident Management	1.25		1.25	1.25				
	MMA Convention	10/6/22	Understanding Cybersecurity Threats that Municipalities Face – and What Steps to Take to Mitigate Risks	1.25	1.25				1.25		
	MMA Convention	10/6/22	“Shut the Front Door” and Other Reactions to the 2022-2023 Heating Season: Strategies to Reduce Energy	1.25	1.25						

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics		
		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		
		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			
	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		
	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									
	6/9/22	Matthew Petty	.75								
	6/9/22	Village Partnership Initiative									
	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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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics		
	3/25/22	Legislative Update	.5					.5			
	3/25/22	Effectively Engaging the Media	1.5								
	3/25/22	Overcoming Obstacles of Affordable Housing	1.25	1.25							

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