



**What is Certification and Why Do I Want It?**

The Maine Town, City and County Management Association’s (MTCMA) Certified Maine Manager (CMM) program provides managers and administrators with recognition that they have demonstrated an ability to conduct the affairs of a municipal or county jurisdiction as a chief administrative officer (CAO). Most managers do not hold this certification, and as such attainment of the CMM designation shows your peers and current and future employers that you are committed to improving your skills and, by extension, the community you manage. Jurisdictions that have a certified manager and belong to the MMA Risk Management pool receive a 10% discount off their public officials liability premium.

**Requirements**

- ✓ Must be a Corporate Member of MTCMA.
- ✓ Must have a certain number of years of experience as a CAO depending on your level of education ([see below](#)).
- ✓ Must have a certain number of hours of professional association service, professional development/ training, and providing programming about local government issues over a three-year period ([see below](#)).
- ✓ No public censures for an ethics violation within the past five years, or private censures within the previous three.
- ✓ If you are credentialed through ICMA, you only need to obtain MTCMA certification once. Afterwards, you only need to provide proof of that certification to MTCMA every three years and to be re-certified.
- ✓ If you have 25 years of service, you can apply for “Lifetime Certification”. If granted, your certification remains valid until you retire from the profession without the need to reapply.

**Application Forms & Deadlines**

There are two forms you need to submit: 1) An online application form, and 2) The “MTCMA Certification Tally Sheet” spreadsheet. These can be found at <https://mtcma.org/About-MTCMA/Certification>. Use the spreadsheet to periodically track your professional association service, professional development activities, and “manager as educator” events. Submit it with the online form when you are ready to apply for certification.

**January 15th:** Applications received by this date will be reviewed and, if deemed complete, certification will be presented at the March Interchange.

**May 31st:** Applications received by this date will be reviewed and, if deemed complete, certification will be presented at the August Institute.

Certifications are good for three years and you must reapply in order to retain your CMM status.

**Education and Experience Requirements**

In order to become certified, you need a minimum number of years of overall experience as a CAO, and a minimum number of years having worked in one community (doesn’t have to be the current community you manage). The higher your educational attainment, the less years of service you need.

Degree Type	No. of Years as a CAO (min.)	No. of Years as a CAO in One Community (min.)
High School/GED	5 years	3 years
Associates	4 years	2 years
Bachelors	3 years	2 years
Masters	2 years	2 years

Post-secondary degrees must be in a management-related field in order to qualify. Examples of what counts: public administration, business, finance, planning, human resources, political science, etc. Check with the MTCMA 1<sup>st</sup> Vice President if you have questions about whether your degree qualifies.

## **Service On Professional Associations and Professional Development Requirements**

In addition to education and experience, you must also attain at least 240 hours of service to professional association(s) *related to public management* and participate in professional development events *also related to public management over a three-year period* as follows:

<b><u>Service to Professional Association(s)</u></b>	<b><u>Professional Development/Training</u></b>
Minimum 80 hours (max. 160 can be claimed)	Minimum 80 hours (max. 160 can be claimed)
Includes service as an officer of a national, state or regional association, service on a committee or task force or active participation in regularly scheduled events or of any professional association for public managers. Also includes service on a committee or advisory board of a regional, state or federal government organization or institution only where such service <i>is not considered a requirement for the continuing employment of the chief administrative officer.</i>	Includes such educational areas as university or college courses, or national or state league or association seminars. Must achieve a minimum number of hours in the following categories: <ul style="list-style-type: none"> <li>• Leadership (16)</li> <li>• Finance/Budget (16)</li> <li>• Human Resources (16)</li> <li>• Ethics (6)</li> <li>• Elected Relations (4)</li> <li>• Legal (8).</li> </ul>
<u>Examples:</u> Service on a board or committee of MTCMA, MMA, ICMA, regional Council of Governments, Maine Government Finance Officers Association, Maine Town and City Clerk Association, International Code Council, Maine Service Center Coalition, Ecomaine Board of Directors, etc.	<u>Examples:</u> Conference sessions, trainings, and webinars hosted by ICMA, MTCMA, MMA, and MMA affiliate organizations (such as the Maine Welfare Directors Association, etc.), National League of Cities, International Code Council, etc.
Also includes service on a 501(c) non-profit board even if not related to municipal government, such as Boys & Girls Club, Rotary, Lions, Chamber of Commerce, etc. AND must be in a leadership capacity such as executive board or chair of a subcommittee (max. of four hours can be claimed).	Educational courses count so long as they were not part of a degree program and are related to municipal government (ex. an Accounting course at USM counts, a biology course at UMPI does not).
<u>What DOESN'T count:</u> citizen advisory panels, city council/selectboard meetings, town or city or county government committee meetings, etc.	<u>What DOESN'T count:</u> Trainings not related to management and/or local government, trainings required as part of your job (ex. sexual harassment training, lock out/tag out training, etc.)
<b>EACH ACTIVITY MUST BE TRACKED ON THE MTCMA CERTIFICATION TALLY SHEET</b>	

## **Manager as Educator**

The final requirement is providing at least 8 hours of programming for local or county audiences/intergovernmental services (aka “Manager as Educator”) over a three-year period, such as to the public, peers, or civic groups.

- What qualifies: Presenting/serving as a panelist at an event about local government, such as at a training hosted by MMA, MTCMA, ICMA, local councils of governments, etc.
- What qualifies: Training/mentoring managers and/or elected officials of other communities – but does not include other town/county staff (max. of three hours total can be claimed).
- What qualifies: Writing an article for ICMA’s *PM* magazine, MMA’s *Maine Town and City* magazine, MTCMA’s quarterly e-newsletter, or authoring an OpEd column for a newspaper related to local government (each counts as one hour, max. of four hours total).
- What DOESN'T qualify: Trainings or presentations to your own staff or elected officials.
- EACH ACTIVITY MUST BE TRACKED ON THE MTCMA CERTIFICATION TALLY SHEET

**Thank you for your interest in becoming a Certified Maine Manager.**

For more information, visit [www.mtcma.org](http://www.mtcma.org) or contact MMA’s Affiliate Services at [training@memun.org](mailto:training@memun.org).