



Connecticut Town Clerks' Association CERTIFICATION PROGRAM

CCTC



RULES & REGULATIONS

*I. CERTIFICATION PROGRAM

*Per C.G.S. 7-22a, a Certification Committee was created to establish a training program for and certification of Town Clerks, Deputy/Assistant Town Clerks and other Town Clerk staff. Class is also available to any non-member individual at a higher fee since the CTCA supplements the Academy.



RULES & REGULATIONS CONT.

II. CERTIFICATION

A. Eligibility

Candidates may satisfy the eligibility requirements for certification as follows:

1. Successfully complete the prescribed training program consisting of five modules.
2. Completion of on the job training consisting of not less than two years work in the municipal clerk field.
3. Successfully pass mandatory final examination.



RULES & REGULATIONS CONT.

B. Classroom Training Program

1. The classroom training program shall be administered at the school for Connecticut Town Clerks, notice of which shall be emailed to each Town Clerk's Office.
2. The sequence of the five modules is as follows:
 - i. Municipal Records Management
 - ii. Elections
 - iii. Land Records
 - iv. Vital Records
 - v. Miscellaneous Records, other duties



RULES & REGULATIONS CONT.

C. Evidence of Substantially Equivalent Experience

A candidate who has not completed all modules of the classroom training program, but has completed the on the job training prescribed in Section A of these regulations, may submit evidence that such candidate has experience that is substantially equivalent to all or part of such module.

Substantially equivalent evidence to only part of a module will be acceptable for a candidate who has successfully completed the remainder of the module. Such evidence shall be in the form of an affidavit describing such experience in detail and executed by said candidate. Upon review, verification and acceptance of such evidence by the committee and successful completion of the final examination, such candidate shall be recommended for certification.



RULES & REGULATIONS CONT.

D. Final Examination

1. The final examination shall be conducted annually.
2. Applications for the final examination shall be accepted from persons meeting the eligibility requirements.
3. Applications shall be obtained from the committee chairperson.
4. Applications shall be returned not less than two weeks prior to the examination, together with an application fee to be established annually by the committee.
5. The passing grade for the examination is 70.
6. Any applicant who fails the examination may retake the examination once upon payment of a reexamination fee to be established annually by the committee. Please see (1.) the exam is conducted annually (usually in June).
7. Any applicant failing the examination twice must repeat the training program.



Upon passing the exam you will be recommended to the Secretary of State's Office for certification. Usually at the September Conference, the Secretary of State will hand out your certificate and pin. You would now be considered a "Certified Connecticut Town Clerk" and can use the letters "CCTC" after your name.



RULES & REGULATIONS CONT.

III. RESCISSION OF CERTIFICATION – TWO METHODS

A. Complaint and Finding

Upon receipt of a written complaint by the Committee for Certification of Connecticut Town Clerks alleging a prohibited act as defined in this paragraph by a person certified as a town clerk, the committee shall hold a hearing upon such complaint. The committee shall give written notice to the person certified as a town clerk against whom the complaint has been filed, and to the complainant, as to the date, time and place of the hearing. Such notice shall also contain a clear and concise description of the alleged prohibited act. The person certified as a town clerk and the complainant shall have a right to appear before the committee and to be heard. Upon completion of the hearing, the committee may retire to consider the evidence presented. The committee must present its findings within thirty days of the conclusion of said hearing. If a majority of the committee present at the hearing find that the person certified as a town clerk committed a prohibited act, the committee shall notify the Secretary of the State of its findings and shall recommend that the designation of said person as a Certified Connecticut Town Clerk be rescinded. Prohibited acts for the purpose of this regulation are:

1. Knowingly engaging in fraud or material deception in order to obtain designation as a Certified Connecticut Town Clerk.
2. Knowingly engaging in fraud or material deception in order to aid another in obtaining designation as a Certified Connecticut Town Clerk.
3. Conviction in criminal proceedings for actions taken in direct connection with the office and duties of Town Clerk.



RULES & REGULATIONS CONT.

B. Removal under C.G.S. 7-22

If any person who holds the designation of Certified Connecticut Town Clerk is removed from office under the provisions of Section 7-22 of the Connecticut general Statutes, the committee shall not hold a hearing but shall meet for the purpose of recommending to the Secretary of the State that the designation of said person as Certified Connecticut Town Clerk be rescinded.



POLICY TO REQUEST A MAKE-UP CLASS

I. Certification Program - C.G.S. 7-22a

Per C.G.S. 7-22a, a Certification Committee was created to establish a training program for and certification of Town Clerks, Deputy/Assistant Town Clerks and other Town Clerk staff. If room is available, class is open to any individual at a higher fee since the CTCA supplements the Academy.



POLICY TO REQUEST A MAKE-UP CLASS - CONT.

II. Eligibility - Requirements for a make-up class

1. Must be a permanent employee in a Town Clerk's Office
2. Must be a CTCA member
3. Reason for requesting a make-up class must be due to a bona fide emergency or an extenuating circumstance beyond the control of the applicant as determined by the Certification Committee



POLICY TO REQUEST A MAKE-UP CLASS - CONT.

III. Make-up Procedure

Form for request is available on the Certification Committee page of the CTCA website.

1. Submit request in writing to Certification Committee Chair Ashley Flynn-Natale

E-mail to: ashley.flynn-natale@middletownct.gov

OR Mail to: Town Clerk's Office
245 DeKoven Drive
Middletown, CT 06457
Fax to: 860-638-1910

2. Request must be signed by the Town Clerk if the applicant is a staff member OR by the CEO of the town if the applicant is the Town Clerk. The signature is to verify employment status of the applicant.



POLICY TO REQUEST A MAKE-UP CLASS - CONT.

3. Request must be made no later than 8 days after certification module was given – request can be made earlier.
4. Certification Committee will approve/disapprove request and notify the applicant of its decision within 3 weeks (all committee members must vote).
5. Certification Committee will notify the Education Committee if the request is approved.
6. The Education Committee shall make arrangements for the make-up session at the mutual convenience of the committee member overseeing the make-up class and the applicant.



REQUEST TO MAKE-UP CERTIFICATION MODULE

Date of request: _____

Name: _____

Title: _____

Address: _____

Name of Town: _____

Phone number: _____

Email address: _____

Name of module missed: _____

Date module given: _____

*Is the above person currently working in the Town Clerk's Office?

(To be answered by Town Clerk or CEO of town)

Yes _____

No _____

Signature of Town Clerk or CEO of town (see next page)

Print Name:

*If yes to above question, is the person a temporary or permanent employee?

(To be answered by Town Clerk or CEO of town)

Temporary _____ (will not qualify for the exam)

Permanent _____

Signature of Town Clerk or CEO of town (see next page)

Print Name:

State reason module was missed:
