

August 4 - 8, 2025

REGISTRATION FORM - NHTCA/NHCTCA CERTIFICATION PROGRAM

Name _____ Title _____

Municipality Mailing Address _____, NH Zip _____

Municipality _____ E-mail _____

Phone _____ Date Elected / Appointed _____

Course choice (from Class Sheet on next page): A _____ B _____ C _____ D _____ Class Year is 2025

DO YOU PROCESS MOTOR VEHICLE TRANSACTIONS – YES _____ NO _____

Please Indicate your Attendance Year: 1 _____ 2 _____ 3 _____ (Year 3 Indicate Shirt Size _____) 4 _____

This program is offered on a weekly or daily basis. Choose the program that best suits your needs.

Weekly Registration Fee (includes lunch* for 5 days and registration) 260.00 _____

Day course for those not attending full week:	<u>Registration Fee</u>	60.00	_____
<u>Lunch is included with registration --</u>	Monday	40.00	_____
<i>We are unable to accommodate</i>	Tuesday	40.00	_____
<i>special dietary requests.</i>	Wednesday	40.00	_____
<i>Please plan accordingly.</i>	Thursday	40.00	_____
	Friday	40.00	_____

Recertification Fee (includes registration and lunch) Thursday, August 7th 75.00 _____

TOTAL DUE _____

If you are staying at the Hampton Inn contact information is on separate form. **Check in:** Sunday _____ Monday _____

Willing/able to help at hotel or during classes (please indicate availability) _____

Are you interested in helping provide snacks? We ask anyone who likes to bake and would like to provide a snack to indicate so and what day (Mon, Tues, Wed, Thur) you can help us out with. We have had cookies, muffins, sweet breads, etc. Whatever your passion. Please indicate _____

PLEASE NOTE: ATTENDANCE AT SPRING WORKSHOPS AND/OR FALL CONVENTION FOR TAX COLLECTORS; REGIONAL MEETINGS AND/OR FALL CONVENTION FOR CITY/TOWN CLERKS IS NECESSARY TO ATTAIN OR RETAIN CERTIFICATION. IT IS ALSO NECESSARY TO ATTEND A RECERTIFICATION CLASS AT LEAST ONCE EVERY 5 YEARS. FOR MORE INFORMATION, PLEASE SEE ATTACHED RULES & REGULATIONS.

This registration form must be received by May 9, 2025. Email to: tlittlefield@newmarketnh.gov

*****Absolutely no changes can be made after June 16, 2025****

Make checks payable to “NHTCA/NHCTCA JOINT CERTIFICATION PROGRAM”

Mail checks by June 2, 2025 to: NHTCA/NHCTCA JOINT CERTIFICATION COMMITTEE
c/o Terri Littlefield, Treasurer
186 Main Street
Newmarket, NH 03857

Date of Confirmation: _____ Check # _____ Amount \$ _____

Tell us something about yourself no-one else would know: (ie: you climbed all the 4000 footers)
