

NHTCA/NHCTCA JOINT CERTIFICATION RULES AND REGULATIONS

ORGANIZATIONAL STRUCTURE: Unincorporated Association (voted July 10, 2008) to set up separately from the NHTCA and NHCTCA and obtain IRS Tax Identification.

FISCAL YEAR: The Joint Certification Committee's fiscal year is September 1 through August 31.

SCHOLARSHIP: The Joint Certification Committee will offer one (1) or more scholarships not to exceed \$1,000.00 to attend the certification program. Scholarships must be applied for, in writing, stating why the town or city is unable or unwilling to fund the program. Documentation will be required. It is the decision of the Joint Certification Committee as to who receives the scholarship if more than one (1) person applies. Additional scholarships are funded and decisions made by the NHTCA and NHCTCA using the certification scholarship form (which will be forwarded by us to the respective association).

ANNE INGEMUNDSEN SCHOLARSHIP: This scholarship was established in memory of Anne in 1996. Each year a program attendee will have the opportunity to earn the scholarship, which will refund the amount of their attendance to their town or city. The scholarship will be presented to the winner and their town officials. The committee is responsible for determining the criteria used and evaluating the applicants.

ATTENDANCE: Class attendance must be for a full day for each class. Anyone arriving late or leaving early, without a committee approved excuse (not from an instructor), will not receive credit for that class. Phone calls must be made during scheduled breaks unless an emergency exists. Graduates must attend the Friday luncheon and participate in the graduation skit/presentation.
Completion of Annual Attendance: it is expected that you complete your 3-4 annual years within 5-6 years upon starting the Certification Program. Should individual circumstances arise, please contact the Committee in writing for review.

STAYING AT THE HOTEL: Anyone staying at the hotel will cover any incidentals that are charged to their room. If the Committee is charged, an invoice will be issued to the individual within 10 days of the stay.

CELL PHONES: It is expected that all cell phones will be turned off or set on vibrate. Please do not utilize class time for phone conversations.

BREAKS: Keep in mind other functions may be in session during our breaks. A professional attitude is expected with courtesy and respect for others at all times. Breaks are provided for your personal comfort. Please use your breaks to make any necessary phone calls or to have conversations outside of the classroom. We are responsible for seeing that the area remains clean, so please properly dispose of trash and check your area before leaving for the day.

REFUNDS: Refund of certification fees will be granted upon death of an immediate family member during the week of the certification program. Immediate family members include husband, wife, child, stepchild, mother, father, in-laws, siblings, grandparents and significant others. The week of the certification program shall include the Friday prior to the start of classes through the Friday of classes. The refund amount shall not include the registration fee.

CLASS MAKE-UP: Courses may be made within a one-year time period and shall meet the following criteria: 1) May attend the whole make-up class on an alternate year of Certification: or 2) May attend an alternate class or course, similar in nature to the class missed but must be preapproved by the Certification Committee to ensure course compatibility. Upon proof of completion, credits will be issued.

TEST: A test will be given at the end of each year. A passing grade is 80% or above. This test must be returned within the required timeframe. For everyday that it is late 2 points will be deducted from the eventual score. After a period of two weeks from the due date of the test, it will be required that the coursework for the year be retaken. Exceptions to this must be approved by a majority of the committee members present at a meeting and be at the written request of the student. Both the individual and governing body will be notified by certified mail of the test score.

REPLACEMENT OF PINS: If you have changed positions, Town/City, or maybe even your name since you graduated from the Certification Program and you are in need of a new badge, please contact the Chairperson of the Committee. There will be a cost for replacing a name pin, this includes postage so that once delivery has been received it will be mailed. You should issue payment to NHTCA/NHCTCA Joint Certification Program.

CERTIFICATION MAINTENANCE: Within each fiscal year (see above) attendance at the Fall Convention and/or the next year's Spring Workshops for Tax Collectors or Regional Meetings for City/Town Clerks is mandatory to attain and maintain certification. To attain and maintain dual certification, attendance at both a City/Town Clerk and Tax Collector Convention/Workshop/Regional Meeting is mandatory. Any exceptions to this will be handled by the Joint Certification Committee as the need arises. Failure to attend will result in a letter sent regular mail and a read receipt e-mail to the individual and their governing body after Joint Certification is held. If the individual still fails to attend the required training(s) in the following year, a de-certification letter will be sent by certified mail to the individual and their governing body in the 2nd year. Should an individual desire to subsequently become certified again, they must do one of the following:

- If a Town Clerk or Tax Collector, they must attend 1 Joint Certification class (TBA) each year for 3 years.
- If both Town Clerk & Tax Collector, they must attend 2 Joint Certification classes (TBA) each year for 3 years.
- CLASSES WILL BE DETERMINED AT A LATER DATE.

ELIGIBILITY: This program is open to all Town Clerks, Tax Collectors, Deputies, Assistants and other governmental and outside applicants as approved by the municipalities' office of Town Clerk and/or Tax Collector and the Certification Committee.

The above rules and regulations were adopted, as amended from committee rules on April 8, 2010.



Chairperson – Brenda S. DuLong