



MICHIGAN CERTIFIED PROFESSIONAL TREASURER  
Application for Certification

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Email Address

\_\_\_\_\_  
Name as you would like it displayed on the plaque/certificate.

Please check the type of application.

- Initial MiCPT certification
- Renewal of MiCPT certification

\_\_\_\_\_  
Date of last certification

**ELIGIBILITY CERTIFICATION**

- I am an employee of a governmental entity (e.g., authority, city, county, township, or village) of the State of Michigan and am a duly elected or appointed treasurer, deputy treasurer, or assistant treasurer, or I can provide verification (Experience Verification Form) from my employer that I perform statutory duties required of treasurers including receiving, depositing, or investing municipal funds and billing, collecting, and distributing tax payments.
- I have been a treasurer, deputy treasurer, or assistant treasurer for three years immediately preceding the date of this application.
- I have completed the Michigan Municipal Treasurers Association Basic Institute. Date of completion: \_\_\_\_\_
- I understand that, if approved, my certification will expire four (4) years from the date of certification and that I must complete treasury-related education offered by the Michigan Municipal Treasurers Association in order to recertify.

I certify that I have read the items listed above and comply with all those items. I also grant the Michigan Municipal Treasurers Association permission to verify the accuracy of all statements and enclosures.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please return this form and supporting documentation to:

Michigan Municipal Treasurers Association  
PO Box 324  
Tawas City, MI 48764

info@dovetailvs.com

## EXPERIENCE VERIFICATION FORM

This form, if necessary for application, must be completed by your mayor, manager, or supervisor.

I hereby certify that \_\_\_\_\_:  
Applicant's Name

1. Is an employee of a governmental entity (e.g., authority, city, county, township, or village) of the State of Michigan;
2. Performs statutory duties required of treasurers including receiving, depositing, or investing municipal funds and billing, collecting, and distributing tax payments; and
3. Has performed the duties required of a treasurer, deputy treasurer, or assistant treasurer for three years immediately preceding the date of this application

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Initial

\_\_\_\_\_

Title

\_\_\_\_\_

Governmental Entity

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

Signature



Please return this form and supporting documentation to:

Michigan Municipal Treasurers Association  
PO Box 324  
Tawas City, MI 48764

[info@dovetailvs.com](mailto:info@dovetailvs.com)

## GUIDELINES FOR CERTIFICATION

### Initial Certification

Members may only apply for the initial certification following completion of the third year of the MMTA Basic Institute.

The initial certification will expire in four years. The requirements for recertification are explained below.

A plaque, or some other form of recognition as approved by the MMTA Board, will be presented for first time certification at the Fall Conference following approval of the application.

### Recertification

To keep a certification active, applicants will need to recertify by June 1<sup>st</sup> every four years. Applicants will need to accumulate thirty points over the four-year period preceding renewal of the application to make application for recertification. Recognition of recertification will take place at the annual MMTA Fall Conference.

#### Recertification Points:

One (1) point for every two hours of education will be awarded at the Spring Seminar, Advanced Institute, MMTA in the UP, Fall Conference, APT US&C Annual Conference, MMTA day seminars or any other event either hosted by the MMTA or APT US&C or officially sanctioned by the MMTA or APT US&C. It will be the participant's responsibility to fill out and keep a point sheet that will be handed out at each event detailing the points available and submit the documentation with the application for recertification. MMTA will not be responsible for tracking points for individuals.

Presenters at any MMTA education session will receive double the points that are available at the sessions for which they are presenting.

No points will be awarded for job experience, committee involvement, or serving on the Board of Directors.