



CONNECTICUT TOWN CLERKS ASSOCIATION Scholarship Application 2022 Form

NAME: _____

POSITION: _____

Mailing Address:

Phone: _____

Email: _____

Fax: _____

PROFESSIONAL ASSOCIATIONS

Please check all boxes that apply:

- Connecticut Town Clerks Association New England Association of City and Town Clerks

PROFESSIONAL DESIGNATION(S) ACHIEVED OR POINTS NEEDED

Please check all boxes that apply:

- Certified Connecticut Town Clerk Certified Municipal Clerk Master Municipal Clerk
Master Connecticut Town Clerk

_____ points needed to complete designation of _____

SCHOLARSHIP REQUESTS

Town Clerk Certification Class - May 2022

Town Clerk Certification Class - Dec 2022

Classes w/year completed: LR _____ VR _____ ELEC _____ REM _____ MISC _____

* February Class held at CCSU for Technology (Availability of class uncertain at this time)

* Advanced Town Clerk Academy (1 day) - **April 2022

* Advanced Town Clerk Academy (1 day) - **May 2022

* Advanced Town Clerk Academy (1 day) - **September 2022

* Advanced Town Clerk Academy (1 day) - **December 2022

* New England Municipal Clerks' Institute (NEMCI&A) level 1, 2 or 3

* New England Municipal Clerks' Academy

* NEACTC Conference first time attendee __ Yes __ No

* IIMC Conference first time attendee __ Yes __ No

***Prerequisite is CCTC. Please send copy of Certificate**

CERTIFICATION

I, the undersigned applicant for a Connecticut Town Clerks' Association Scholarship, certify that I am a member of the requisite organization and that I have achieved the levels of professional development indicated. Upon completion, I will furnish a copy of my certificate to the Scholarship Chair. I understand that if I am unable to attend, I will reimburse the Scholarship Committee.

Date: _____

Applicant's Signature

CERTIFICATION OF FINANCIAL RESTRICTION

I, the undersigned, certify that there are financial restrictions on the applicant's ability to attend the indicated education program without the assistance of a Connecticut Town Clerks' Association Scholarship. **(Applications will not be accepted if this area is not completed by the appropriate authority-ie: Chief Financial Officer)**

Date: _____

Signature/Name and Title

2022 SCHOLARSHIP SCHEDULE:

- December 1st** Applications available.
January 31st Deadline for submitting all applications.
February 18th Scholarship Committee decisions due.

MAIL APPLICATION TO PATRICIA WILLIAMS, CHAIR, BEFORE JANUARY 31ST
CTCA SCHOLARSHIP COMMITTEE

Patricia H. Williams – Chair
Salisbury Town Clerk
27 Main Street, PO Box 548
Salisbury, CT 06068-0548
860-435-5182
pwilliams@salisburyct.us

Lisa Dalton
Watertown Town Clerk
37 DeForest Street
Watertown, CT 06795-2200
860-945-5230
daltonl@watertown.org

Michele R. Grande
Redding Town Clerk
PO Box 1028
Redding, CT 06875
203-938-2377
townclerk@townofreddingct.org

Holly Krouse
Barkhamsted Town Clerk
67 Ripley Hill Road
Barkhamsted, CT 06063
860-379-8665
hkrouse@barkhamsted.us

Five Modules for CCTC:

1. Land Records - LR
2. Vital Records – VR
3. Elections – ELEC
4. Records Management - REM
5. Miscellaneous Records/Other Duties – MISC

Spring Conference – Friday – Advanced Academy
Spring Classes held at CCSU in May - First Day for CCTC certification – Second for Advanced Academy
February Class held at CCSU for Technology
Fall Conference – Friday – Advanced Academy
Fall Classes held at CCSU in Dec. – First Day for CCTC certification – Second for Advanced Academy

The Association is committed to improving the professionalism and performance of its members, and encourages everyone to acquire the skills and knowledge that can make you and our profession the best we can be.

The scholarship program is open to all Connecticut town clerks, assistants, and office staff who are association members in good standing. To qualify for a continuing education or IIMC Conference scholarship, IIMC membership is required. To qualify for a New England Institute Scholarship, membership in the New England Association of City and Town Clerks is also required.

****One month after the awarded event, proof of successful completion must be submitted to the Scholarship Committee chair, who will then notify the treasurer to reimburse.**

Please note: It is your responsibility to forward a copy of the certificate. In the past the chairman has taken the initiative to call, this will no longer be the case. If the chairman does not receive the certificate-reimbursement will not be made.

If you are a member of the New England Association of City and Town Clerks and plan to attend the New England Municipal Clerks Institute & Academy, additional scholarships are available. You must complete the NEACTC scholarship application (located on the NEACTC website www.newenglandclerks.org) and submit to CTCA Scholarship chair along with the CTCA scholarship application.