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Rules and Regulations for Certification of Connecticut Town Clerks

Sec. 7-22a-1. Certification

(a) **Eligibility.** Candidates may become eligible for recommendation to the Secretary of the State for certification as Certified Connecticut Town Clerks by (1) successful completion of the classroom training program prescribed in paragraph (b) of this regulation, (2) completion of on the job training consisting of not less than two years work in the municipal clerk field, and (3) successful completion of the mandatory final exam,

(b) **Classroom Training Program.** The classroom training program shall be administered at the school for Connecticut Town Clerks. Advance notice of the classroom training program shall be mailed to each town clerk's office. The classroom training program shall consist of the following courses: (1) municipal records management, (2) elections, (3) land records, (4) vital statistics, and (5) miscellaneous records, other duties.

(c) **Evidence of Substantially Equivalent Experience.** A candidate who has not completed all of the course of the classroom training prescribed in paragraph (b) of this regulation, but who has completed the on the job training prescribed in paragraph (a) of this regulation, may submit evidence that he or she has experience that is substantially equivalent to all or part of the course. Substantially equivalent experience to only part of the course will be acceptable for a candidate who has successfully completed the remainder of the course. 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.

(d) **Final Examination.** The final examination shall be conducted annually. Applications for examination shall be accepted from persons meeting the eligibility requirements. Applications may be obtained from the committee chairperson. Applications shall be returned to the committee chairperson not less than two weeks prior to the date of the examination, together with an application fee to be established annually by the committee. The passing grade for the examination is seventy. Any applicant who fails the examination may retake the examination once upon payment of a re-examination fee to be established annually by the committee. Any applicant who fails the examination twice must repeat the training program.

(Adopted effective February 25, 1999)

Sec. 7-22a-2. 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 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 town clerk 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 Town Clerk, or (3) conviction in criminal proceedings for actions taken in direct connection with the office and duties of town clerk.

(b) **Removal under Sec. 7-22 of the C.G.S.** If any town clerk 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 town clerk as a Certified Connecticut Town Clerk be rescinded.

(Adopted effective February 25, 1999)

Sec. 7-22a-3. Quorum

For the purposes of taking any action under the general statutes or sections 7-22a-1 and 7-22a-2 of the Regulations of Connecticut State Agencies and this section, a quorum of the certification committee shall be required, which shall be a majority of the actual members of the committee.

(Adopted effective February 25, 1999)