



May 1, 2023

Experts agree that professional success depends primarily on human relations skills. Superior human relations skills enhanced with detailed technical knowledge combine together to create the kind of professional image we all strive to project. The quest to gain these powerful tools of the trade has been fulfilled with the formation of the NHTCA/NHCTCA Joint Certification Program.

The Certification Program includes courses specifically tailored to meet the needs of Tax Collectors and City & Town Clerks while retaining the general education courses common to both professions. Designed as individual courses that are not dependent upon prior years' studies, each course offers insight into a specific realm of professional development. Courses offered for this year are outlined on the attached sheet. Hopefully, your curiosity will be piqued enough to give at least one or two offerings a try.

Classes are scheduled to take place August 7 - 11, 2023 at Primex in Concord, with a Graduation Luncheon at the Holiday Inn in Concord. Sessions begin at **9AM** and continue until **4PM** with regularly scheduled breaks for refreshment and spirited conversation. Lunch will be catered in for your convenience. Housing arrangements have been made with the Best Western in Concord, NH. The classrooms at Primex and the rooms at the Best Western are air conditioned! (Dress accordingly)

Lunch, snacks and beverages are provided daily. If you have special requirements for lunch, you will need to provide these for yourself as we will provide a variety of sandwiches, pizza and baked goods.

The enclosed registration form is your passport to higher learning and the beginning of your journey toward becoming the best that you can be. If this is your **first year** and you plan to complete both Town Clerk Certification and Tax Collector Certification, please sign up this year under the course choice of **A** for Tax Collector. Remember, no previous experience is required and along with taking all of the requisite courses, attaining or retaining your title of New Hampshire Certified Town/City Clerk or New Hampshire Certified Tax Collector is accomplished by attending either regional meetings or

workshops annually **OR** the annual conventions **AND** attending a recertification class at least once every 5 years.

Partial to full scholarships are available for individuals restricted from attending due to budgetary constraints. To apply for a scholarship, complete the enclosed scholarship application form and return it with your registration form to attend before **June 30, 2023** and mail to:

Terri Littlefield, Treasurer
NHTCA/NHCTCA Joint Certification Program
186 Main Street
Newmarket, NH 03857

In order to attend Certification Classes, please send in your **registration form** as soon as possible to hold your place in the upcoming classes. We would like to be able to place everyone who wishes to attend in the appropriate class. **Absolutely no changes can be made after July 14, 2023.**

As in the past few years, we are looking for individuals who are interested in helping out with morning or afternoon refreshments. On the application is a place to sign up to help. Maybe you like to bake (cookies, muffins, brownies, etc) or enjoy fresh fruit. We are looking for a batch of anything you would like to make. This helps us provide a different array of snacks for everyone who attends. There are generally 60 – 75 people in attendance. If you have any questions regarding this contact Julianna Hale at townclerk@atkinson-nh.org or Laura Mills at lmills@litchfieldnh.gov .

All attendees are invited to attend a special luncheon to be held on Friday, August 11, 2023. Counts will be taken for this on Monday when you sign in. At the luncheon all will receive a copy of their group photograph and a certificate of completion and the 3rd and 4th year graduates will perform a skit that represents what is learned during the week.

Our 3rd year graduates receive a collared shirt with the Joint Certification Logo embroidered on it. Please remember to indicate what size shirt on the application so we can order the correct size. All graduates (3rd and 4th year) will receive a name badge with the listing of what area they are certified in.

So, pack your bags and experience the thrill of becoming one of the elite class of municipal officials dedicated to the pursuit of excellence through self-discovery and development by participating in the NHTCA/NHCTCA Joint Certification Program.