

**MAINE STATE PLANNING OFFICE
CODE ENFORCEMENT TRAINING & CERTIFICATION PROGRAM**

Notes:

1. A Code Enforcement Officer who has not achieved certification in all areas of his/her job responsibilities within one (1) year of initial appointment may not be reappointed, unless a written extension of the certification deadline was granted to the municipality by the Office.
2. A copy of a certificate of appointment for each individual appointed as CEO/LPI may be substituted for this form and sent to the address below.
3. For information regarding municipal responsibilities under Title 30-A § 4451, certification of CEO's, or sample job descriptions, consult your information booklet, Municipal Code Enforcement Officers Certification Information
4. Every municipality must file a certificate of appointment or its equivalent on an **annual** basis or upon appointment of a new code enforcement officer.

Return this form to: State Planning Office PHONE: 287-3261
 CEO Training & Certification Program FAX: 287-6489
 #38 State House Station
 Augusta, ME 04333-0038