

# CERTIFIED MUNICIPAL CLERK

## EACH APPLICANT MUST:

1. Be a Municipal Clerk or Deputy Clerk
2. Be a member of IIMC for two full years
3. Affirm and practice the IIMC Code of Ethics
4. Submit an IIMC Application for Certification form with required documentation and fee
5. Furnish a letter of sponsorship from a Municipal Clerk member of IIMC
6. Attain 50 points in each of the two categories below for a total of 100 points
7. Apply for recertification every four years.

### Municipal Clerk Core Duties

The following are eligible for CMC Certification: Municipal Clerks, City Secretaries, Records, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

## I EDUCATION (50 POINTS)

**POINTS**

- |  |    |
|--|----|
| <input type="checkbox"/> Satisfactory completion of a 100-hour IIMC-recognized Municipal Clerks Institute                      | 50 |
| <input type="checkbox"/> Bachelor degree or higher in Public Administration or related field                                   | 50 |
| <input type="checkbox"/> Bachelor degree in an unrelated field and 67 hours of Institute training                              | 50 |
| <input type="checkbox"/> Associate of Arts degree in Public Administration or related field and 67 hours of Institute training | 50 |

One third (34 hours) of Institute training may be obtained through Distance Education. Hours spent in Distance Education study must be documented and submitted with your CMC Application and complement Institute course requirements.

## II EXPERIENCE (50 POINTS)

**POINTS**

**MAX**

- |  |                            |    |
|--|----------------------------|----|
| <input type="checkbox"/> Full-time Municipal or Deputy Clerk with administrative responsibility  | 4 per year                 | 40 |
| <input type="checkbox"/> Part-time Municipal or Deputy Clerk with administrative responsibility  | 2 per year                 | 40 |
| <input type="checkbox"/> Part-time Municipal or Deputy Clerk with no administrative responsibility   | 1 per year                 | 30 |
| <input type="checkbox"/> Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk                | 2 per year                 | 30 |
| <input type="checkbox"/> Administrative position in federal, state or provincial government  | 1 per year                 | 30 |
| <input type="checkbox"/> Administrative position in business   | 1 per year                 | 30 |
| <input type="checkbox"/> Attendance at IIMC Annual Conferences   | 4 each                     | 20 |
| <input type="checkbox"/> Attendance at Municipal Clerk related Conference  | 1 per 6 hours or 1 day     | 10 |
| <input type="checkbox"/> Education courses, college non-degree related course and in-service training relating to your position as Municipal Clerk | 1 per 6 hours or 1 day     | 15 |
| <input type="checkbox"/> Satisfactory completion of IIMC-approved Distance Education or self-study courses   | Vary with course           | 25 |
| <input type="checkbox"/> Business or vocational school courses   | 1 per 10 hours of training | 10 |
| <input type="checkbox"/> College or university courses   | 1 per credit hour          | 25 |

**APPROPRIATE DOCUMENTATION MUST BE FILED WITH APPLICATION**

## RECOGNITION OF CMC STATUS

### IIMC members who achieve CMC status receive:

- Official recognition of achieving CMC status
- Privilege of using the CMC designation on letterhead, business cards, etc.
- Letters of commendation from IIMC to mayors and other public officials
- The distinctive CMC pin and elegant certificate
- Individualized news releases to local newspapers, radio and television stations
- Appropriate recognition is given to qualified Municipal Clerks completing their four-year recertification with IIMC. Retired CMCs who maintain IIMC membership may retain their CMC status without being recertified.

## AN EDUCATIONAL VISION FOR THE PROFESSION

Our educational vision for the profession recognizes and embraces the need for continual personal and professional development of the Municipal Clerk. The challenge for all Municipal Clerks is to grow and develop in a constantly changing world.

Future Municipal Clerks will need technical and communication skills, administrative and management capabilities, continuous learning opportunities and the personal drive to seize these opportunities.

They must be flexible, willing to assume new and different tasks and undertake new initiatives to improve their status as professionals. They must be open-minded, able to think clearly, willing to adapt and change, and be progressive and proactive in their work environments.

## THE CMC PROGRAM

The first Certified Municipal Clerk (CMC) Program was offered in 1969 to recognize those Municipal Clerks who had achieved basic levels of professional competency. The CMC award is granted after an applicant has met specific requirements in education, experience and professional participation.

The CMC Program is available only to Municipal and Deputy Clerks who have been active members of the International Institute of Municipal Clerks for two years. Approximately one in two active IIMC members holds the CMC designation. Continued IIMC membership is required to retain CMC and recertified CMC status.

IIMC's mission is:

### Professionalism in Local Government Through Education

(Adopted by the IIMC Board of Directors -- November 2001)



To apply for Certification, write to:  
**International Institute of Municipal Clerks**  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730  
Phone (909) 944-4162 • FAX (909) 944-8545  
Toll Free (800) 251-1639  
hq@iimc.com • www.iimc.com

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## The International Institute of Municipal Clerks

**C**ertified  
**M**unicipal  
**C**lerk  
Program

