

ACADEMY MEMBERSHIP (continued)

5. Payment of program fees:

- a. Entry Level: **\$100** (MMCA pin and certificate) or **\$135** (MMCA pin and mounted certificate)
- b. First and Second Levels: **\$75** each Level
- c. Third Level: **\$150** (MMC pin+mounted certificate)

Clerks accepted at Entry level in the Academy are awarded the certificate and pin to confirm membership in the Academy, and receive recognition from IIMC, their local governing body and their local media.

ACADEMY LEVELS AND POINTS

There are four levels of achievement in the MMCA program: Entry, First, Second and Third. A total of 25 points is required for acceptance into each of the four levels. Points or credits for each level must be earned after achieving the preceding Academy level.

Members may apply for Entry level one year after receiving CMC status, and must apply for entry into subsequent levels every two to four years to remain active Academy members. Points earned prior to achieving CMC status may not be used as Academy points. Points earned while CMC applications are being held at IIMC pending fulfillment of the 2-year membership requirement for CMC status, may be acceptable as Entry Level points.

Point requirements and categories are the same for all four Academy levels. Additional forms must be requested from IIMC and submitted with the Third and final Academy application. Please call IIMC for information.

Members achieving Entry Level status receive an MMCA pin which may be worn with the CMC pin throughout Academy membership. No pins are awarded for First and Second levels. Members may carry and use the MMC designation only on completion of Third level requirements.

ACHIEVEMENT OF MMC STATUS

With the attainment of all four Academy levels, members are awarded the prestigious MMC (Master Municipal Clerk) designation and receive the elegant MMC pin and plaque. These awards symbolize the commitment Municipal Clerks have made to lifelong professional development and personal growth.

Retired Clerks who have earned MMC status may continue to carry the designation if they maintain IIMC membership. Retired Certified Municipal Clerks who have not achieved MMC status may retain their CMC status if they maintain IIMC membership.

QUESTIONS ABOUT THE MMC PROGRAM, CALL IIMC AT 909/944-4162



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A VISION FOR CONTINUING CLERK EDUCATION

IIMC is an educational catalyst for Municipal Clerks. Its vision is to instill in Municipal Clerks the desire for continual learning and personal development, inviting and encouraging them to grow and extend beyond their present levels of development.

To that end, the Master Municipal Clerk Academy program and all post-Certification learning experiences should question current knowledge, exchange new information, challenge personal beliefs and assumptions, inspire and motivate, and undertake to share wisdom, insight and new perspectives.

THE MMCA PROGRAM

To assure continued professional excellence and personal growth, today's Municipal Clerks must embrace ongoing educational opportunities, and active involvement in their profession and society. The International Institute of Municipal Clerks (IIMC) Master Municipal Clerk Academy (MMCA) program offers continuing advanced education programs for Clerks, and recognizes high-level achievements beyond attainment of the Certified Municipal Clerk (CMC) designation.

ACADEMY MEMBERSHIP

There are Four Levels in the Academy: Entry, First, Second and Third. IIMC members may apply for Entry Level membership in the Academy one year after receiving their CMC designation. The following are prerequisites for all Four Levels in the Academy:

1. Continuous IIMC membership
2. Reaffirmation of IIMC's Code of Ethics
3. Two to four-year study and development periods between Entry and subsequent Academy levels.
4. Achievement of a **total 25** points in two categories for each of the four Academy levels:
 - a. Advanced Education (minimum 15 points)
 - b. Professional and Social Contributions (minimum 5 points)

MMCA POINT CATEGORIES

ADVANCED EDUCATION

(Minimum Points: 15)

Category	Points
1. Completion of an IIMC-approved Academy program	3 per 6 hours or 1 day
2. Academic credits in a related field earned at an accredited college or university*	2 per credit unit
3. Certification from another organization relevant to your responsibilities as a Municipal Clerk (min. 50 hours of training)	7
4. Completion of a professionally-related course or seminar.	1 per 6 hours or 1 day
5. Completion of an IIMC-approved self-study program	vary with program
6. Personal accomplishments of educational benefit to the profession	2
7. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk education/training program	1 per 6 hours of teaching/training/preparation

*Credits from fields of public administration, urban affairs, municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMCA programs. Two thirds (2/3) of the total points in the Advanced Education section may be obtained through distance education. Hours spent in distance education study must be documented and submitted with your MMCA Application.

PROFESSIONAL AND SOCIAL CONTRIBUTIONS

(Minimum Points: 5)

Category	Points
1. Member of IIMC Board of Directors	2 per year
2. Chairperson of an IIMC or Municipal Clerks Association committee	2 per year
3. Officer or trustee of a Municipal Clerks Association or subdivision	2 per year
4. Registration and attendance at an IIMC Regional, Municipal Clerks Association, or Municipal League Annual Conferences	1 per event
5. Registration and attendance at an IIMC Annual Conference (attendance at IIMC Conferences prior to 2004 equal ONE point)	4 per event
6. Presenter at an IIMC/State/Province or Regional Meeting	1 per session
7. IIMC or Municipal Clerks Association committee member	1 per year
8. Unique on-the-job performance or achievements that benefit the profession or community	2 per year
9. Personal accomplishments of educational benefit to the profession	2 per year
10. Officer in related professional associations	1 per year