

MASTER MUNICIPAL CLERK

Application



*International Institute
of Municipal Clerks*

A VISION FOR CONTINUING 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 (MMCA) 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, insights and new perspectives.

The Master Municipal Clerk (MMC) Designation Requirements

The following are the requirements for obtaining the MMC Designation:

1. Active IIMC Membership;
2. Hold a CMC designation in good standing;
3. Reaffirmation of IIMC's Code of Ethics ;
4. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and fee;
5. Attain eighty-four (84) points in the Education category; and
6. Attain twenty (20) points in the Professional and Social Contributions category.

The following are Policy considerations regarding the MMCA points and MMC designation requirements:

1. Municipal Clerks attending MMCA classes who have not attained the CMC designation may count such MMCA coursework towards their CMC designation. However, they may not use the same courses toward the MMCA requirements.
2. Points used for the fulfillment of the requirements of the CMC designation shall not be used for credit toward the MMCA requirement.
3. Duplicate courses taken during the entire educational experience at IIMC shall be counted as one.
4. Program points obtained prior to receiving IIMC's CMC designation may not be used as MMCA points.
5. Those CMC holders who actively and consistently are pursuing an MMC designation and earn 12 or more points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.
6. Credit earned while a CMC designee awaits nothing but the fulfillment of the two-year IIMC membership requirement for the receipt of the CMC designation, may be counted toward the MMCA requirements.
7. By the year 2013, a Bachelor's Degree in any field or 15 years of Municipal Clerk experience will be a prerequisite for obtaining the MMC designation.

BACKGROUND INFORMATION

Name _____ Title _____
Last First Middle

Municipality or Government Unit _____ Date Hired _____

Mailing Address _____ P.O. Box _____
MUST Be Street Address

City _____ State/Province/Country _____ ZIP/Postal Code _____

Telephone (_____) _____ Fax (_____) _____ E-mail _____
Area Code Area Code

Employment Dates and Positions

Current position _____ From _____ Elected _____
Appointed _____

Other positions with current employer _____ From _____ To _____

Previous Municipal employment (location/dates) _____

Other pertinent employment (location/dates) _____

Media List full name and address of newspapers, radio, TV and other media you wish IIMC to notify of your CMC Award (Optional)

Name	Title	E-mail Address

Local Government Official to receive letter announcing your Certification status (Optional)

Name _____

Title _____

E-mail Address _____

ADVANCED EDUCATION

The educational requirements for the MMCA designation are more rigorous and at a much higher level than those of the CMC program. The subject matter might be similar to those of the CMC courses, however, the breadth and depth of the MMCA courses shall be more academically advanced

To obtain the MMC Designation, one must earn 104 points of which 84 points shall be Advanced Education and 20 points Professional and Social Contributions.

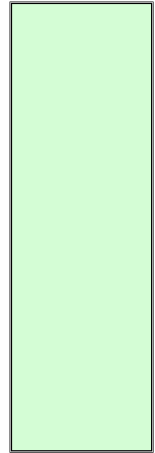
Advanced Education Component (84 points required)	POINTS
1. Completion of 168 hours (84 points) of coursework at an on-land IIMC Institute.. Two-thirds (2/3) of the minimum 168 hours of Institute training for the MMC Designation program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.	84
2. Completion of an IIMC-approved Academy program	3 per 6 or more hours in one day of training
3. Academic credits in a related field earned at an accredited college or university*.	2 per credit unit maximum 6 points
4. Certification and education obtained from another organization relevant to the responsibilities of a Municipal Clerk which have been pre-approved by IIMC**	1 per 6 or more hours in one day of training maximum 6 points
*Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning	
**Prior to attending an education or a certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IIMC Education Department.	
The MMC candidates who are admitted into an IIMC Academy after January 1, 2007, shall fulfill all of the above educational requirements.	
The educational requirements for those who have attended at least one Academy prior to January 1, 2007, will remain the same as before and there will be no increase in the number of hours required for those students. Those students are required to earn a total of 100 points of which a minimum of 60 points shall be Advanced Education points; a minimum of 20 points shall be Professional and Social Contributions points, and the remaining 20 points shall be a combination of the two categories. As long as two minimums (60 Advanced Education points and 20 Professional and Social Contributions points) are met, any combination of the total number of points (i.e., 100 points) would be acceptable. Since January 1, 2007, the four levels of MMCA have been consolidated into one. To maintain their MMC candidacy, the students must earn a minimum of 12 MMCA points per year otherwise, they must recertify.	

ADVANCED EDUCATION (continued)

Please submit complete and accurate documentation of educational efforts claimed in Advanced Education section. Hours spent in distance education study must be documented and submitted with your MMC Application.

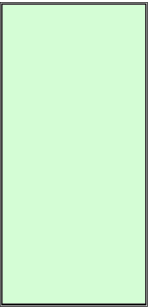
**1. Completion of 168 hours (84 points) of coursework at an on-land IIMC Institute.
Two-thirds (2/3) of the minimum 168 hours of Institute training for the MMC Designation program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research**

Program Title	Location	Mo/Yr	Hours	Est. Points



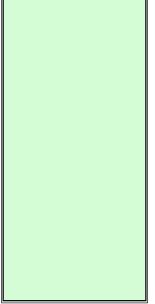
2. Completion of an IIMC-approved Academy program

Course Title	College/University	Month/Year Obtained	Credit Hours	Est. Points



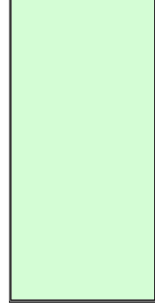
3. Academic credits in a related field earned at an accredited college or university*

Certification	Organization	Month/Year Obtained	Est. Points



4. Certification and education obtained from another organization relevant to the responsibilities of a Municipal Clerk which have been pre-approved by IIMC**

Seminar Title	Offered By	Month/Year Completed	Contact Hours	Est. Points



*Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning

**Prior to attending an education or a certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IIMC Education Department.

Total Points: Advanced Education



PROFESSIONAL AND SOCIAL CONTRIBUTIONS (20 points required)

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 Meeting, Municipal Clerks Association Annual Conference, or Municipal League Annual Conference	1 per event
5. Registration and attendance at an IIMC Annual Conference	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 association	1 per year
11. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education Program	1 per 6 or more hours in one day of teaching/training/preparation
12. Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program	1 per 6 or more hours in one day of training maximum 4 points

**The categories listed above correspond to the twelve boxes listed on the following pages
DOCUMENTATION MUST BE SUBMITTED TO VERIFY YOUR ACCOMPLISHMENTS
IN CATEGORIES ONE THROUGH TWELVE**

				FOR IIMC
1. Member of IIMC Board of Directors				
Position		Dates of Service	Est. Points	
2. Chairperson of an IIMC or Municipal Clerks Association Committee				
Committee Name		Dates of Service	Est. Points	
3. Officer or trustee of a Municipal Clerks Association or subdivision				
Position	Association	Dates of Service	Est. Points	
4. Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference or Municipal League Annual Conference				
Conference/Location		Month/Year	Est. Points	
5. Registration and attendance at an IIMC Annual Conference				
Conference/Location		Month/Year	Est. Points	

PROFESSIONAL AND SOCIAL CONTRIBUTIONS (continued)

6. Presenter at an IIMC/State/Province or Regional Meeting				Est. Points	
Conference	Month/Year	Session Title			
7. IIMC or Municipal Clerks Association Committee member				Est. Points	
Committee Name		Dates of Service			
8. Unique-on-the-job performance or achievements that benefit the profession or community				Est. Points	
Description		Dates			
9. Personal accomplishments of educational benefit to the profession				Est. Points	
Description		Dates			
10. Officer in related professional associations				Est. Points	
Association	Position	Dates of Service			
11. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education Program				Est. Points	
Association	Position	Dates of Service			
12. Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program				Est. Points	
Association	Position	Dates of Service			

Total Points: Professional and Social Contributions

TOTAL APPLICATION POINTS

I hereby submit my completed Master Municipal Clerk application and attest the preceding statements and presentations are accurate and true to the best of my knowledge.

Signature of Applicant

Date

IIMC CODE OF ETHICS

Believing in freedom throughout the world allowing increased cooperation between Municipal Clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk:

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence in our community;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as a Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

Signature

APPLICATION FEE

Those who wish to enter into an IIMC Academy after January 1, 2007, must complete an Application for Admission with a fee of \$50, and upon fulfilling all the requirements for the MMC designation; they should complete an Application for MMC Designation with a fee of \$350, or it be paid in annual installments prior to submission of the Applications for MMC Designation.

The previous four levels of the MMCA program have been consolidated into one but the total amount of the application fee of \$400 (\$100- Entry Level + \$75 each First and Second Levels + \$150 Third Level) for the MMC designation has not changed. Those who have finished any of the previous levels should deduct from the \$400 any amount they have paid IIMC and pay the balance at the time of submitting the Application for MMC Designation.

**PLEASE CONTACT IIMC HEADQUARTERS IF YOU WOULD LIKE MORE INFORMATION ABOUT THE
MASTER MUNICIPAL CLERK ACADEMY PROGRAM AND ITS REQUIREMENTS.**

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