



International Institute of Municipal Clerks

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8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730

APPLICATION FOR CMC DESIGNATION

Date: _____

*Please be sure to review the current Education Guidelines before submitting this Application to IIMC for review.

APPLICATION FEES

Please complete and submit Application for Admission with a fee of \$50.

IIMC Only:

ID #: _____

PERSONAL INFORMATION

Name (Last, First, MI.) ↑ Title ↑

Municipality or Government Unit ↑

Mailing Address (Street Address Required) ↑ Suite/ Apt. # ↑

City/State/Province/Country, ZIP/Postal Code ↑

Email Address ↑

Phone Number ↑ Fax Number ↑

Media and/or Local Government Official to receive an email announcing your CMC Certification status (Optional)

Name	Title	E-mail Address

PLEASE CHECK EACH BOX AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED:

- I am currently a Municipal Clerk or Deputy Clerk.
 - I am currently an active member of IIMC.
 - I have been a member of IIMC for two years.
 - I have included supporting documentation for 60 Education points and 50 Experience points.
 - I have enclosed the \$100 application fee which includes a CMC pin and Certificate only.*
 - I have enclosed \$135 application fee which includes CMC pin and Certificate mounted on a walnut plaque.*
 - I have enclosed a letter of Verification of Employment:
 - (Deputy) I have enclosed a letter from my Municipal Clerk verifying that I perform the duties which qualify for CMC Certification
- ▶ Please DO NOT staple documents when submitting.

*Those who have paid the fee for the Application for Admission shall subtract the \$50 entry fee from the total due. For example: CMC applicants who desire the Certificate and pin only will owe a grand total of \$100. The applicant has paid \$50 with the Application for Admission. The applicant will owe \$50 with their CMC Application for Designation. CMC applicants who desire the walnut plaque as well as their certificate and pin will owe a grand total of \$135. The applicant has paid \$50 with the Application for Admission. The applicant will owe \$85 with their CMC Application for Designation. Please contact IIMC Finance Department with any payment questions or concerns.

I hereby apply for Certified Municipal Clerk (CMC) status with the International Institute of Municipal Clerks, and attest that the following statements and presentations are accurate and true to the best of my knowledge. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation, I must be an active member of IIMC.

Signature _____

Date _____

ANY PERSON FOUND TO HAVE OBTAINED AN IIMC DESIGNATION UNDER FALSE PRETENSES WILL HAVE THEIR DESIGNATIONS RESCINDED.

Mail to IIMC:
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730

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

- 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

Date

EDUCATION - 60 points required

IIMC-approved Municipal Clerks Institute or Academy. 1 point per 2 in-class contact hours.

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only:</u>

A Bachelor's degree or higher in Public Administration or related field * 20 points.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

A Bachelor's degree or higher in an unrelated field * 10 points.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

Associate of Arts degree in Public Administration or related field * 5 points.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

Completion of an IIMC-approved State/National/Provincial educational course (with Course Review). 1 point per 4 hours of instruction.

<u>Course</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>	<u>IIMC only:</u>

IIMC Annual Conference ** . Up to 8 points per conference, for attending the four days of the conference.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

IIMC Athenian Leadership Dialogue. 2 points each.

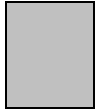
<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

IIMC CD Rom Courses. 1 point each.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	

IIMC Online Courses. 3 points each.

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>



like.
 *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. Copies of college transcripts are required
 ** IIMC Annual Conference education points shall be used for either Education or Experience points, not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

▶ Be sure to enclose a copy of the certificate of completion from each Institute and a copy of **official** college transcripts.

TOTAL NUMBER OF EDUCATION POINTS

EXPERIENCE (50 POINTS)

▶ Applicants must include supporting documentation for all experience and training claimed in this section.

WORK EXPERIENCE

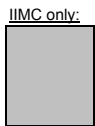
Full-time Municipal or Deputy Clerk with administrative responsibility. 4 points per year. 40 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



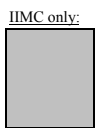
Part-time Municipal or Deputy Clerk with administrative responsibility. 2 points per year, 40 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



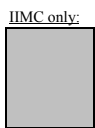
Part-time Municipal or Deputy Clerk with no administrative responsibility. 1 point per year, 30 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



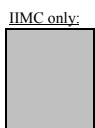
Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk. 2 points per year, 30 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



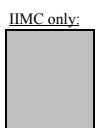
Administrative position in federal, state or provincial government. 1 point per year, 30 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



Administrative position in business. 1 point per year, 30 points maximum.

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>



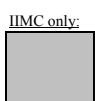
▶ A letter of verification from the HR Department of each verifying the duration, scope, and nature of employment will serve to verify past and present employment.

MUNICIPAL CLERKS CONFERENCES

* IIMC Annual Conference education points can be used for either Education or Experience points, but not for both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

Attendance at IIMC Annual Conferences * (up to 8 points per conference, for attending the four days of the conference).

<u>Conference</u>	<u>Dates</u>	<u>Est. Points</u>



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Attendance at Municipal Clerk related Conferences (example:IIMC Regional, Municipal Associations, State Associations and Municipal League Conferences). 1 point per 4 hours or more hours in one day of attendance.

<u>Conference</u>	<u>Dates</u>	<u>Est. Points</u>	<u>IIMC only:</u>

CONTINUING EDUCATION

► Proof of completion is needed for all Continuing Education Courses

Satisfactory completion of IIMC-approved online education or self-study courses** (Points may vary).

<u>Course</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>	<u>IIMC only:</u>

Other applicable courses (not taken through IIMC, Institute/Academy, or IIMC-approved State/National/Provincial Associations), including applicable State/National/Provincial Association programs without course review by IIMC. 1 point per 6 hours.

<u>Course</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>	<u>IIMC only:</u>

** Distance Education courses must be approved by the Director of Education and Research.

BUSINESS OR VOCATIONAL SCHOOL COURSES

Courses must relate to the Municipal Clerk’s position. 1 point per 10 hours of training.

<u>Course</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>	<u>IIMC only:</u>

COLLEGE OR UNIVERSITY COURSES

To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must relate to the Municipal Clerk’s position. Related fields include, but are not limited to: public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences. A copy of an official transcript of the courses used here MUST accompany this Application.

Relevant college or university course credits not used for education. 1 point per credit unit.

<u>Course</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>	<u>IIMC only:</u>

COMMITTEE WORK

IIMC or Municipal Clerks Association Committee member. 1 point per year.

<u>Committee Name</u>	<u>Date of Service</u>	<u>Est. Points</u>	<u>IIMC only:</u>

TOTAL EXPERIENCE POINTS	0.00	
EXCESS EDUCATION POINTS APPLIED TO EXPERIENCE SECTION		
TOTAL APPLICATION POINTS	0.00	

I hereby submit my completed application for the CMC designation, and attest the preceding statements and supporting documents are

Signature:
