



International Institute of Municipal Clerks

www.iimc.com • hq@iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730

APPLICATION FOR MMC DESIGNATION

Date: _____

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

The following are the requirements for obtaining the MMC Designation:

1. Active IIMC Membership;
2. Hold a CMC designation in good standing;
3. Submit the MMC Application for Admission & \$50 Admission fee.
4. Reaffirmation of IIMC's Code of Ethics ;
5. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and fee;
6. Attain the required number of points in the Advanced Education category; and
7. Attain the required number of points in the Professional and Social Contributions category

Note: All point requirements for the MMC do not need to be completed to submit this application for review.

IIMC Only:

ID #:
MMC #:

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 MMC Certification status

(Optional)

Name	Title	E-mail Address
Name	Title	E-mail Address
Name	Title	E-mail Address

ADVANCED EDUCATION

Documentation must be submitted to verify your accomplishments in categories one through twelve.

In these categories, please do not write "see attached."

ADVANCED EDUCATION - 60 points required

1. Completion of an IIMC-approved Academy. 1 point per 2 in class contact hours.

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

2. A Bachelor's degree or higher in Public Administration or a similar field. 20 points.

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 MMC programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

<u>Certification</u>	<u>Organization</u>	<u>Month/Year Obtained</u>	<u>Est. Points</u>



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

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 MMC programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

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



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

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 MMC programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

<u>Conference Year/ Session</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>



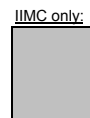
5. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training). 7 points.

<u>Description</u>	<u>Date</u>	<u>Contact Hours</u>	<u>Est. Points</u>



6. Completion of a professionally-related seminar or course through local State Association. 1 point per 4 hours, with Course Review.

<u>Offered By</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>



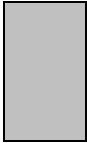
7. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program. 1 point per 2 hours for teaching/training/ preparation at an IIMC approved Institute or Academy; 1 point per 4 hours for teaching/training/preparation at a State/ National/ Provincial course.
Teaching and Training credit may be used in either Advanced Education or Professional and Social, not both.

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



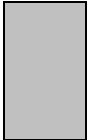
8. IIMC Annual Conference Education. Up to 8 points per conference, for attending all 4 days of the conference. IIMC Annual Conference education points shall be used for either Advanced Education or Professional and Social Contribution points not both. Points used for the MMC designation shall not be used for any other purposes. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

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



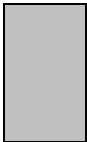
9. Other applicable courses (not taken through IIMC, Institute/Academy, or IIMC-approved State/National/Provincial Associations). 1 point per 6 hours.

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



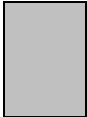
10. Athenian Leadership Society Dialogues. 2 points each.

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>



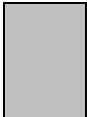
11. Online Education Courses. 3 points for IIMC Course; All other Online courses may vary in point totals and should be approved by IIMC's Director of Education.

<u>Course Title</u>	<u>Offered By</u>	<u>Dates</u>	<u>Est. Points</u>



12. IIMC CD ROM Courses. 1 point each.

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>



13. IIMC Study Abroad Program. Points vary by program.

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>



14. IIMC Annual Conference Academy Sessions. 2 points each.

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>



PROFESSIONAL AND SOCIAL CONTRIBUTIONS (40 points required)

Documentation must be submitted to verify your accomplishments in categories one through twelve.

► MMC applicants must earn 20 points of Professional and Social Contributions, as well as an additional 20 points from a combination of Advanced Education and/or Professional and Social Contributions Categories, for a grand total of 40 points.

1. Member of the IIMC Board of Directors. 2 points per year.

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



2. Chairperson of an IIMC or Municipal Clerks Association Committee. 2 points per year.

<u>Committee Name</u>	<u>Dates of Service</u>	<u>Est. Points</u>



3. Officer or trustee of a Municipal Clerks Association or Association Division. 2 points per year.

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



4. Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference or Municipal League Annual Conference. 1 point per 4 hours, or 1 day of attendance.

<u>Conference/Location</u>	<u>Month/Year</u>	<u>Est. Points</u>



5. Registration and attendance at an IIMC Annual Conference. Up to 8 points per event. **IIMC**
Annual Conference education points shall be used for either Advanced Education or Professional and Social Contribution points not both. Points used for the MMC designation shall not be used for any other purposes. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

<u>Conference/Location</u>	<u>Month/Year</u>	<u>Est. Points</u>



6. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program. 1 point per 2 hours for teaching/training/ preparation at an IIMC approved Institute or Academy; 1 point per 4 hours for teaching/training/preparation at a State/ National/ Provincial course.
Teaching and Training credit may be used in either Advanced Education or Professional and Social, not both.

<u>Conference</u>	<u>Month/Year</u>	<u>Session Title</u>	<u>Est. Points</u>



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

<u>Committee Name</u>	<u>Dates of Service</u>	<u>Est. Points</u>



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8. Unique-on-the-job performance or achievements that benefit the profession or community. 2 points per year.

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

9. Personal accomplishments of educational benefit to the profession. 2 points per year.

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

10. Officer in related professional associations. 1 point per year.

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

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

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

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

Signature: _____

I hereby commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature: _____