



# International Institute of Municipal Clerks

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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 and keep a copy for your records.

**The Application for Admission, which is your enrollment form in the MMC program, must be submitted prior to submitting this form. In order to submit the Application for MMC Designation you must hold a CMC in good standing.**

**NOTE: No work completed prior to the achievement of your CMC Designation is eligible to be reviewed for MMC points, with the exception of a completely unused college degree.**

### PERSONAL INFORMATION

Name (Last, First, MI.) ↑ Title ↑

Municipality or Government Unit ↑

Mailing Address (Street Address Required for the Shipment of Plaques) ↑ Suite/ Apt. # ↑

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

Email Address ↑

Phone Number ↑ Fax Number ↑

**Has any of your personal information changed recently?  YES  NO**

### 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

**▶ Please DO NOT staple documents when submitting or write "See Attached"**

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

**Or Email to IIMC:**  
[Kellie@iimc.com](mailto:Kellie@iimc.com) Kellie Siggson, Education Associate  
[Ashley@iimc.com](mailto:Ashley@iimc.com) Ashley DiBlasi, Asst Director of Professional Development

### 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
  - 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
- 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:

## ADVANCED EDUCATION - 60 POINTS REQUIRED

**1. Completion of an IIMC-approved Academy. 1 point per 2 educational hours.**

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

▶ Be sure to enclose a copy of the certificate of completion or transcript from each Academy session.

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

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only:</u>

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

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only:</u>

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

<u>University</u>	<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only:</u>

▶ Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated field. If your college degree was used in any way for your CMC designation, it cannot be applied to your MMC designation.

**5. Certification from another organization relevant to your responsibilities as a Municipal Clerk. 7 points.**

<u>Type of Certification / Designation</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only:</u>

▶ IIMC must be able to verify that an actual certification or professional designation was achieved. Please submit documentation verifying the number of hours required to achieve the certification as well as a program description. Must consist of a minimum of 50 verifiable hours of training

**6. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review Process). 1 point per 4 educational hours.**

<u>Program Name</u>	<u>Association</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only:</u>

▶ If a program has been pre-approved by the Education Department, the approval will be listed on the bottom of your certificate of completion.

**7. Teacher or trainer at an IIMC-recognized Institute, Academy or Municipal Clerks Education Program.**

**1 point per 2 teaching/preparation hours for IIMC approved Institute or Academy programs**  
**OR 1 point per 4 teaching/preparation hours for a State/ National/ Provincial Education Program**

<u>Organization and Course Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only:</u>

▶ In the case of teaching, IIMC will accept a first-hand letter from you directly detailing the extent of your preparation for each presentation including the number of hours dedicated to preparation.

**8. IIMC Annual Conference. 1 point per 2 educational hours.**

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only:</u>

▶ IIMC Annual Conference education points can be used for either Education or Professional Contribution points however, individual conferences may not be split. Prior to 2009, IIMC Annual Conferences earned 4 points for full attendance. Transcripts were not provided until 2010.

**9. IIMC Annual Conference Academy Sessions. 2 points each.**

<u>Academy Title</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

▶ A learning assessment is required in order to earn certification points.

**10. Professionally related seminars that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

▶ Courses hosted by FEMA, Ed2Go, MindEdge, NAGARA, your municipality and other association programs which include the use of a learning assessment, are eligible for review in this category. If IIMC cannot verify a learning assessment tool was completed, these programs can be placed in Professional

▶ IIMC cannot accept vendor courses, product demonstrations, marketing seminars.

**11. Athenian Leadership Society Dialogues. 3 points each, 18 point maximum**

<u>Book Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

▶ Athenian Leadership Dialogues completed prior to 11/23/2013 earn 2 points each with a completed learning assessment. Dialogues completed on or after 11/23/2013 earn 3 points each with a completed learning assessment. A maximum number of 18 points may be awarded toward your CMC.

**12. IIMC Online Courses. Points vary by course.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

▶ This includes programs created by IIMC. PLEASE NOTE - FEMA, Ed2Go and MindEdge Learning programs ARE NOT eligible in this category. Please refer to the red footnote under Advanced Education #10 for more information.

**13. IIMC CD-ROM Courses. 1 point each.**

<u>Course</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

▶ This program has been eliminated however, previously purchased programs are still eligible for points.

**14. IIMC Study Abroad Program. Points vary by program.**

<u>Program Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

**TOTAL ESTIMATED ADVANCED EDUCATION POINTS**

# PROFESSIONAL CONTRIBUTIONS - 40 POINTS REQUIRED

Excess Advanced Education up to a maximum of 20 points will be applied to Professional Contributions by the Education Department per the Education Guidelines

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

<u>Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only:

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

<u>Committee Name</u>	<u>Association</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only:

▶ Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

**3. Officer or trustee of an IIMC, IIMC Foundation or Municipal Clerks Association/Subdivision. 2 points per year.**

<u>Position</u>	<u>Association</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only:

▶ Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

**4. IIMC Regional Meetings, Municipal Clerk Association Conferences, Municipal League Conferences or other Municipal Clerk related conferences. 1 point per 4 verifiable educational hours, or 1 point per educational day of attendance.**

<u>Conference Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

▶ If you are provided with supporting documentation from the hosting organization verifying the specific number of hours you attended, the program is eligible to be reviewed for 1 point per 4 educational hours. If you do not receive the previously stated documentation, the program is eligible to be reviewed for 1 point per educational day of attendance. IIMC only awards credit for education sessions during a conference. Business Meetings and other similar events do not qualify for certification points.

**5. IIMC Annual Conferences. 1 point per 2 educational hours.**

<u>Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

▶ IIMC Annual Conference points can be used for either Education or Experience points but individual conferences cannot be split between the two. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance. Transcripts were not provided until 2010.

**6. Teacher or trainer at an IIMC-recognized Institute, Academy or Municipal Clerks Education Program.**

**1 point per 2 teaching/preparation hours for IIMC approved Institute or Academy programs**  
**OR 1 point per 4 teaching/preparation hours for a State/ National/ Provincial Education Program**

<u>Organization and Course Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

▶ In the case of teaching, IIMC will accept a first-hand letter from you directly detailing the extent of your preparation for each presentation including the number of hours dedicated to preparation.

**7. IIMC, IIMC Foundation or Municipal Clerks Association/Subdivision Committee member. 1 point per year.**

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

IIMC only:

▶ Be sure that your supporting documentation for committee service outlines the specific month and year fo your start and end dates for this service.

**8. Unique-on-the-job performance or achievements outside of daily duties that benefit the profession or municipality. 1 point per 8 hours with a maximum of 12 points allowed in this category.**

<u>Performance / Achievement</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

► IIMC must have written documentation from the organization in which you have performed the unique service for. This letter must outline details such as who, what, where, when, why and how. IIMC must be able to verify the number of service hours dedicated in order to review for points. No first hand documentation will be accepted.

**9. Personal accomplishments of educational benefit to the profession. 1 point per accomplishment.**

<u>Accomplishment</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

► IIMC must have written documentation verifying your accomplishment. A letter from your municipality, Clerks Association or awarding organization verifying the educational benefit of this accomplishment is the best form of supporting documentation. No first hand documentation will be accepted.

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

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

IIMC only:

► Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

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

<u>Course Title</u>	<u>University</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

► 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. Courses that are not part of a conferred college degree must be completed after the achievement of your CMC Designation. A copy of official transcripts are required.

**12. Other applicable courses that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

► Courses hosted by FEMA, Ed2Go, MindEdge, NAGARA, your municipality and other association programs are eligible for review in this category.

**TOTAL ESTIMATED PROFESSIONAL POINTS**

I hereby apply for Master Municipal Clerk (MMC) status with the International Institute of Municipal Clerks, and attest that the following statements and supporting documentation are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in the rescinding of my designation. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation (per Board approved policy), I must remain an active member of IIMC.

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

Signature:

Date: