



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 and keep a copy for your records.

The Application for Admission, which is your enrollment form in the CMC program, must be submitted prior to submitting this form.

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 ↑

Has any of your personal information changed recently? YES NO

Media and/or Local Government Officials to receive an email announcing your CMC 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"**

Note: All point requirements for the CMC do not need to be completed to submit this application for review.
Excess Education points will be applied to Experience by the IIMC Education Department.

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

Or Email to IIMC:
kellie@iimc.com Kellie Siggson, Education Associate

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:

Date:

EDUCATION - 60 POINTS REQUIRED

1. IIMC-approved Municipal Clerks Institute or Academy. 1 point per 2 educational hours.

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

IIMC only:

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

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

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

IIMC only

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>

IIMC only

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

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

IIMC only

▶ Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

5. 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>

IIMC only:

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

6. 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>

IIMC only

▶ IIMC Annual Conference education points can be used for either Education or Experience 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.

7. 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.

8. IIMC Online Courses. Points vary per 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 (these can be placed in Experience #11).

9. Athenian Leadership Society Dialogues. 3 points each, 18 points 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.

10. IIMC Annual Conference Academy Sessions. 2 points each


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

IIMC only


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

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

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

IIMC only


TOTAL ESTIMATED EDUCATION POINTS

Note: IIMC cannot accept vendor courses, product demonstrations and marketing seminars.

Note: Points earned prior to the accrual of the CMC designation may not be used towards the MMC designation, with exception to a completely unused college degree.

EXPERIENCE - 50 POINTS REQUIRED

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

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

IIMC only

► Positions that qualify for IIMC Full or Additional-Full Membership may qualify in this category.

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

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

IIMC only

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

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

IIMC only:

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

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

IIMC only

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

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

IIMC only

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

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

IIMC only

► In the case of self-employment, the applicant must submit a copy of their business license and/or tax returns for each year of employment they are seeking points for. The self-employment must be administrative in nature in order to be considered.

► [A letter of employment verification from the HR Department of each employer verifying the nature, duration and scope of the employment is the requested form of supporting documentation to verify past and present employment. Letters for current position are required for certification. For a sample of this letter, simply click this box in Excel.](#)

7. IIMC Annual Conferences. 1 point per 2 educational hours.

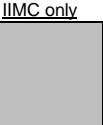
<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

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.

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

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



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

9. 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/Organization</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>



▶ 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.

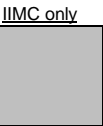
10. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review process). 1 point per 4 educational hours.

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



11. 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>

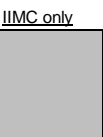


▶ Courses hosted by FEMA, Ed2Go, MindEdge Learning, NAGARA, your municipality and association programs not pre-approved for Education points, etc. are eligible for review in this category.

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

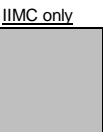
12. IIMC Study Abroad Program. Points vary by program.

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



13. Business or Vocational School Courses. Courses must relate to the Municipal Clerk's position. 1 point per 10 educational hours.

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



▶ Transcripts must be submitted for review

14. Relevant College or University course credits not used for Education. 1 point per credit unit.

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



▶ 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. A copy of official transcripts are required.

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

Committee Name	Association	Date of Service	Est. Points	IIMC only

TOTAL ESTIMATED EXPERIENCE POINTS

I hereby apply for Certified Municipal Clerk (CMC) 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, 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.