

The International Institute of Municipal Clerks

Certified

Municipal

Clerk

**APPLICATION
FOR
CERTIFICATION**



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

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 sponsorship from a Municipal Clerk member of IIMC:
- (Deputy) I have enclosed a letter from my Municipal Clerk verifying that I perform the duties which qualify for CMC Certification

Municipal Clerk Core Duties

The following are eligible for CMC Certification: Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

I hereby apply for Certified Municipal Clerk 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 continuous membership in IIMC is required to retain and use the CMC Designation.

Signature _____ Date _____

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WILL HAVE THEIR DESIGNATIONS RESCINDED.

BASIC 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

Name Title E-mail Address

Name Title E-mail Address

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

Name _____

Title _____

E-mail Address _____

EDUCATION (60 POINTS)

Applicants Must Document all Educational Experience Claimed and Requested in this Section

EDUCATION	POINTS
Satisfactory completion of a 120-hours (60 points) of coursework at an on-land IIMC approved Municipal Clerks Institute or Academy. One third (1/3) of the minimum 120 hours of Institute training for the CMC Certification program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research	60
A Bachelor's degree or higher in Public Administration or related field	20
A Bachelor's degree or higher in an unrelated field	10
Associate of Arts degree in Public Administration or related field	5

EDUCATION

		NUMBER OF POINTS	FOR IIMC USE
_____	_____	_____	
Type of Degree/Major	Univeristy	Year Completed	
_____	_____	_____	
Institute Attended	Location	Dates	
_____	_____	_____	
Institute Attended	Location	Dates	
_____	_____	_____	
Institute Attended	Location	Dates	
Date of graduation _____			
TOTAL NUMBER OF EDUCATION POINTS			

I have enclosed a copy of the certificate of completion from each Institute and a copy of my College transcripts.

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EXPERIENCE (50 POINTS)

Applicants Must Document all Experience and Training Claimed in this Section

ADMINISTRATIVE EXPERIENCE	POINTS	MAXIMUM
Full-time Municipal or Deputy Clerk with administrative responsibility	4 per year	40
Part-time Municipal or Deputy Clerk with administrative responsibility	2 per year	40
Part-time Municipal or Deputy Clerk with no administrative responsibility	1 per year	30
Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk	2 per year	30
Administrative position in federal, state or provincial government	1 per year	30
Administrative position in business	1 per year	30

CURRENT POSITION:

	DATES	POINTS PER YEAR	ESTIMATED POINTS	FOR IIMC USE
Position _____ from _____ Employer _____ to _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory Administrative responsibilities _____ _____ _____				
Position _____ from _____ Employer _____ to _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory Administrative responsibilities _____ _____ _____				
Position _____ from _____ Employer _____ to _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory Administrative responsibilities _____ _____ _____				
Position _____ from _____ Employer _____ to _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory Administrative responsibilities _____ _____ _____				

I have enclosed additional materials documenting these experiences.



EXPERIENCE (Continued)

(EXPERIENCE continues on page 6)

MUNICIPAL CLERKS CONFERENCES		POINTS	MAXIMUM
Attendance at IIMC Annual Conferences		4 each	20
Dates	Location	Estimated Points	For IIMC Use
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____	Maximum 20	
Attendance at Municipal Clerk related Conferences Example: IIMC Regional, Municipal Associations, State Associations and Municipal League Conferences.		POINTS	MAXIMUM
		1 per 6 or more hours hours in one day of attendance	10
DATES	Types of Conference and Location	Estimated Points	For IIMC Use
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____	Maximum 10	
<input type="checkbox"/> I have enclosed materials documenting these experiences.			

CONTINUING EDUCATION				POINTS	MAXIMUM
Completion of MMCA course(s)				3 points per 6-hour course	
Education courses, college non-degree related courses, and in-service training relating to your position as Municipal Clerk				1 point per 6 or more hours in one day	15
Satisfactory completion of IIMC-approved Distance Education or self-study courses				may vary with course	25
Note: Proof of completion is needed for all Continuing Education Courses					
DATES	COURSE TITLE	SPONSOR	ACTUAL HOURS	ESTIMATED POINTS	FOR IIMC USE
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
<input type="checkbox"/> I have enclosed materials documenting these experiences.				Total	_____

EXPERIENCE (Continued)

BUSINESS OR VOCATIONAL SCHOOL COURSES				POINTS	MAXIMUM
Courses must relate to the Municipal Clerk's position				1 per 10 hours of training	10
DATES	VOCATION	NAME OF SCHOOL	CREDIT HOURS	ESTIMATED POINTS	FOR IIMC USE
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
<input type="checkbox"/> I have enclosed a copy of my transcript.			Total	_____	

COLLEGE OR UNIVERSITY COURSES				POINTS	MAXIMUM
Relevant college or university course credits not used for EDUCATION points (pages 3 and 4)				1 per credit hour	25
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 transcript of the courses used here MUST accompany this Application.					
DATES	COURSE TITLE	COLLEGE OR UNIVERSITY	CREDIT HOURS	ESTIMATED POINTS	FOR IIMC USE
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
TOTAL COLLEGE OR UNIVERSITY COURSE POINTS				_____	
<input type="checkbox"/> I have enclosed an additional sheet. <input type="checkbox"/> I have enclosed a copy of my transcript(s).					

TOTAL EXPERIENCE POINTS _____
Maximum 50

TOTAL APPLICATION POINTS _____

PLEASE MAIL Completed Application \$100 application fee

\$135 application fee transcripts, diploma and supporting documents sponsor letter



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