

IIMC Requirements and Certification Guidelines

INTRODUCTION

The Cornell Municipal Clerks Institute (CMCI) is an approved Institute of the International Institute of Municipal Clerks (IIMC). IIMC approval means an Institute is approved to sponsor and host *educational programs of the IIMC*. CMCI is specifically approved to host three IIMC educational programs: Certified Municipal Clerk Designation, Master Municipal Clerk Academy, and Certified Municipal Clerk Recertification. *As such, Cornell University manages the CMCI in accordance with the Education Guidelines of IIMC, meaning to receive certification in any of these programs, a program participant must fulfill the IIMC's respective requirements.*

This document outlines the requirements and guidelines for the *Certified Municipal Clerk (CMC)* designation and is excerpted and adapted from the “International Institute of Municipal Clerks Education Programs, Certification and Recertification Guidelines” (May 2008) and other documents on the IIMC website as noted herein. To learn more about IIMC, its educational philosophy, and the requirements and guidelines governing a Master Municipal Clerk (MMC) Designation and the Certified Municipal Clerk (CMC) Recertification visit the Guidelines online at <http://www.iimc.com/Education/Education%20Guidelines.pdf>, and the FAQ at <http://www.iimc.com/Education/Q&A.pdf>.

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GENERAL REQUIREMENTS FOR OBTAINING CMC CERTIFICATION

The following are the requirements for obtaining the CMC Designation:

1. Be a Clerk or a Deputy Clerk or perform the duties as defined by IIMC.
2. *Be an active member of IIMC for two years.*¹
3. Affirm and practice the IIMC Code of Ethics.
4. Complete and submit an IIMC Application for CMC Designation with required supporting documentation and fee.
5. Furnish a letter of sponsorship from a Municipal Clerk member of IIMC.
6. Perform the core duties of a municipal clerk by serving a Legislative Government Body (LGB) in an administrative capacity with management responsibilities, which would include four (4) of the following:
 - a. General Management
 - b. Records Management
 - c. Elections
 - d. Meeting Administration
 - e. Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
 - f. Human Resources Management
 - g. Financial Management
 - h. Custody of the official seal and execution of official documents
7. Deputy Clerks must perform at least four (4) of the eight (8) core duties.
8. Attain sixty (60) points in the *Education* category.²
9. Attain fifty (50) points in the *Experience* category.³
10. Once certified, a CMC holder shall apply for recertification every four years, unless application is made for admission into the MMCA program prior to his/her four (4) year CMC anniversary date. Those CMC holders who actively and consistently are pursuing an MMC designation and earn 6 or more Advanced Educational points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.

¹ See page 7, regarding IIMC Membership types, eligibility, and benefits.

² The IIMC Education Guidelines were recently revised and the new Guidelines became effective January 1, 2007. The IIMC has granted a grace period to those students who successfully completed an Institute course (or similar) prior to January 1, 2007; thus the requirements for those in the pre January 1, 2007 differ from those in the post January 2007 cohort. See pages 3, 4, and 5 for specific requirements.

³ See page 6 for Experience requirements and guidelines

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EDUCATION REQUIREMENTS AND GUIDELINES FOR CMC DESIGNATION:

For CMC candidates who completed one IIMC approved Institute course prior to January 1, 2007 and WILL fulfill the Education requirements of obtaining the CMC designation by December 31, 2009:

Total Education Points Required: 50

Educational opportunities for completing educational requirements of the CMC designation and respective points available through each

	Educational Opportunities	Points Earned by Completion
1	Satisfactory completion of 50 Education Points (100 Institute hours) at an IIMC recognized Municipal Clerks Institute*	50
2	Bachelor's degree or higher in Public Administration or a related field**	50
3	Bachelor's degree or higher in an unrelated field and 67 hours of Institute training**	50
4	Associate of Arts degree in Public Administration or a related field and 67 hours of Institute training**	50
5	IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, 17(50 x 1/3) points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

***Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

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EDUCATION REQUIREMENTS AND GUIDELINES FOR CMC DESIGNATION:

For CMC candidates who completed one IIMC approved Institute course prior to January 1, 2007 and **WILL/DO NOT** complete the Education requirements for the CMC designation by December 31, 2009:

Total Education Points Required: 50

Educational opportunities for completing educational requirements of the CMC designation and respective points available through each

Educational Opportunities		Points Earned by Completion
1	Satisfactory completion of 100 hours (50 points) of course work at an on-land IIMC approved Municipal Clerks Institute or Academy*	50
2	A Bachelor's degree or higher in Public Administration or similar field**	20
3	A Bachelor's degree or higher in an unrelated field**	10
4	Associate of Arts degree in Public Administration or a related field**	5
5	IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, $17(50 \times 1/3)$ points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

***Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

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EDUCATION REQUIREMENTS AND GUIDELINES FOR CMC DESIGNATION:

For CMC candidates who did not complete one IIMC approved Institute course before January 1, 2007.

Total Education Points Required: 60

Educational opportunities for completing educational requirements of the CMC designation and respective points available through each

	Educational Opportunities	Points Earned by Completion
1	Satisfactory completion of 120 hours (60 points) of course work at an on-land IIMC approved Municipal Clerks Institute or Academy*	60
2	A Bachelor's degree or higher in Public Administration or a similar field**	20
3	A Bachelor's degree or higher in an unrelated field**	10
4	Associate of Arts degree in Public Administration or a related field**	5
5	IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, 20(60 x 1/3) points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

***Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

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EXPERIENCE REQUIREMENTS AND GUIDELINES FOR CMC DESIGNATION

Total Points Required: 50 (to be earned through a combination of experiences: work, conference attendance continuing education, business or vocational school courses, college or university courses, each with a maximum number of points that can be earned through that particular experience.

Work Experience	Maximum of 40 Points
Full-Time municipal or deputy clerk with administrative responsibility	4 per year; maximum of 40 points
Part-time municipal or deputy clerk with administrative responsibility	2 per year; maximum 40 points
Part-time municipal or deputy clerk with no administrative responsibility	1 per year; maximum 30 points
Other full-time administrative positions in local government prior to becoming a municipal or deputy clerk	2 per year; maximum 30 points
Administrative position in federal, state or provincial government	1 per year maximum 30 points
Administrative position in business	1 per year maximum 30 points

Municipal Clerks Conferences Attendance	Maximum 30 points
Attendance at IIMC Conferences	4 each maximum 20 points
Attendance at municipal clerk related conferences. Example: IIMC regional, municipal associations, state associations and municipal league conferences	1 per 6 or more hours in one day of attendance maximum 10 points

Continuing Education	Maximum 15 points
Continuing education courses, college non-degree related courses	1 point per 6 or more hours in one day maximum 15 points

Business or Vocational School Courses:	Maximum 10 points
Courses completed at business or vocational schools must relate to the municipal clerk's position	1 per 10 hours of training maximum 10 points

College or University Courses	Maximum Points
Relevant college or university course credits not used for CMC Education points	1 per credit hour maximum 24 points

The enrollee is responsible for earning a minimum of 12 points of coursework per year towards the fulfillment of the requirements of the CMC designation.

*One-third, 20(60 x 1/3) of the minimum 60 Education points required for the CMC Designation Program may be obtained through distance education. All distance education shall be preapproved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning. Education units or hours may not be credited to both of the CMC and MMCA programs.

*** Starting May 2008, 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.

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IIMC Membership Overview⁴

HISTORY

Founded in 1947 the International Institute of Municipal Clerks is the leading professional nonprofit association of Municipal Clerks, Secretaries and Recorders from cities and towns around the world.

IIMC sponsors continuing education programs, engages in research on common problems, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere. Its 10,000 members represent municipalities with less than 2,500 to more than 10 million people.

BENEFITS OF MEMBERSHIP

As a Municipal Clerk, you are continually asked to produce more with less. There are always too many questions and not enough answers. IIMC is your Source for educational programs, technical support, resources and publications. Your membership opens many doors:

- Networking -connect with more than 10,000 colleagues worldwide in municipalities from Maine to Alaska to South Africa
- Research and Information Center
- Special publications, videos and handbooks
- Monthly News Digest - receive updates on programs and events in your State, Regional or Provincial Clerks Association
- Professional Support
- Salary and Other Professional Information
- Electronic Discussion and Bulletin Boards
- Certified Municipal Clerk Program
- Master Municipal Clerk Academy
- Annual Educational Conference - a week of specialized continuing education, problem-solving and camaraderie
- Continuing Education through 46 University-based Institutes and Distance Learning Forums
- Participation on IIMC's Board of Directors, Committees and Task Forces with colleagues working in municipalities worldwide.
- Take advantage of access to referrals to Clerk experts in various functions.
- Contact with vendors who support your work

IIMC helps you find solutions to everyday problems, enhance critical professional skills and improve your performance at work. As a member, you and your municipality can rely on IIMC to help you become more efficient and productive.

⁴ Excerpted and adapted (12/10/08) from the IIMC website "Member Benefits" section at:
http://www.iimc.com/Member_Services/Benefits.shtml

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To tap into the ONLY source exclusively dedicated to the advancement of Municipal Clerks, print and complete a membership application (in pdf format) by visiting the IIMC website at: http://www.iimc.com/Member_Services/Join.shtml.

TYPES OF MEMBERSHIP

Anyone subscribing to the ideals and purposes of IIMC is eligible for membership. Benefits include all of the Association's services and publications free of charge or at substantial discount.

MEMBERSHIP DEFINITIONS:

FULL MEMBERS are 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.

ADDITIONAL FULL MEMBERS are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

ASSOCIATE MEMBERS are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members DO NOT have the right to vote, hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

CORPORATE MEMBERS are those companies that find it advantageous to be affiliated with IIMC. They would not have any voting rights nor could they hold office or be certified.