

GRACE PERIOD FOR THE MMC STUDENTS WHO ENTERED THE PROGRAM PRIOR TO 2007

Table 2
MMC Advanced Education (84 Points Required)

	Points
Completion of 168 hours (84 points) of coursework at an on-land IIMC Institute. Two-thirds (2/3) of the minimum 168 hours of Institute training for the MMC designation program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research	84
Completion of an IIMC approved Academy Program	3 per 6 or more in one day of training
Academic credits in a related field earned at an accredited college or university*	2 per credit unit maximum 6
Certification and education obtained from another organization relevant to the responsibilities of a Municipal Clerk which have been pre-approved by IIMC**	1 per 6 or more hours in one day of training maximum 6

*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
 **Prior to attending an education or certificate program offered by other organizations, the students shall seek and obtain approval from the IIMC Education Department

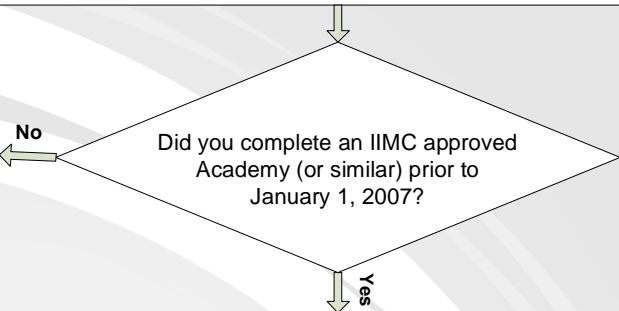
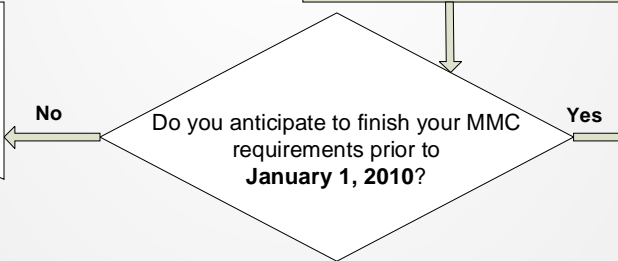


Table 1
MMC Advanced Education (60 points, 120 hours)

	Points
Completion of an IIMC- approved Academy program	3 per 6 hours or more in 1 day
Academic credits in a related field earned at an accredited college or university	2 per credit unit
Certificate from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of training)	7 points
Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program	1 per 6 hours or 1 day
Completion of an IIMC- approved self-study Program	vary with program
Personal accomplishments of educational benefit to the profession	2 points
Teacher or Trainer at an IIMC-recognized Institute or Municipal Clerk Education Program	1 per 6 hours of teaching/ training/preparation

Two-thirds (2/3) of the total points in the Advanced Education section may be obtained through distance education. Hours spent in distance education must be documented and submitted with your MMC Application

If you don't anticipate to finish all requirements by **12/31/2009**, you are required to finish the remaining portion of your work according to Table 3



If you finish all of your requirements by **12/31/2009**, you are not required to abide by the requirements in Table 3; otherwise you must complete the remaining portion of your work according to the criteria in Table 3

Table 3
MMC Advanced Education (60 Points, 120 Hours)

	Points
Completion of 120 (60 points) of course work at an on land Institute. Two-thirds (2/3) of the minimum 120 hours of Institute training (40 hours) for the MMC Designation program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.	60
Completion of an IIMC Approved Academy Program	3 per 6 or more hours in one day of training
Academic credits in a related field earned at an accredited college or university*	2 per credit hour for a maximum of 6 points
Certification and education obtained from another organization relevant to the responsibility of a Municipal Clerk which have been pre-approved by IIMC**	1 per 6 or more hours in one day of training for a maximum of 6 points

*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
 **Prior to attending an education or certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IIMC Education Department.