

# **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**

## **MISSION STATEMENT**

**(Pending approval at the Annual Business Meeting May 27, 2010)**

The International Institute of Municipal Clerks (IIMC) is a professional, non-profit association that promotes continuing education and certification through university and college based institutes and provides networking solutions, services and benefits to its members worldwide.

## **EDUCATIONAL PHILOSOPHY**

The primary purpose of the International Institute of Municipal Clerks (IIMC) is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are important to every member and that educational needs are diverse throughout the world. The educational philosophy of “No Clerk Left Behind” remains in the forefront as IIMC offers extensive educational programs and courses through a variety of methods, including University and College based Institutes, IIMC-approved Institutes, State/Provincial/National Associations, International study and exchange programs, on-line courses, publications, networking opportunities and annual conferences. IIMC values its affiliations with Municipal Clerk Associations and sponsoring educational institutions. IIMC provides members with certifications, earned through participation in educational programs and involvement in a variety of professional development activities. These certifications include the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success.

IIMC promotes life-long learning, skill development and public service and fosters a spirit of mutual assistance and goodwill among Municipal Clerks around the globe. It continually works to advance leading practices in professional and personal development, creates opportunities for its diverse membership to engage in training and development activities and programs, and supports education programs that enrich the knowledge, practical abilities, and professionalism and leadership skills of its members.

## **PROFESSIONAL CERTIFICATIONS**

IIMC has a program of professional certifications intended to increase the development of its members through continuing education. IIMC’s professional designation programs, the Certified Municipal Clerk (CMC) and the Master Municipal Clerk (MMC) are designed to raise the standards of the Municipal Clerk profession and provide the opportunity for further recognition by governmental authorities and the public. These certifications are bestowed on Municipal Clerks after completion of advanced education and professional contributions.

## **THE EDUCATIONAL PARTNERSHIP**

To achieve its educational goals, the International Institute of Municipal Clerks (IIMC) partners with 45 Universities, Colleges and select affiliates, in cooperation with State/Provincial/National Associations and IIMC staff. This unique partnership contributes to the success and longevity of the quality of education that has been delivered to IIMC members for many decades. IIMC combines its resources with the resources of its two partners at the state and institute levels to achieve greater efficiency, effectiveness, and relevance for its members.

### **CERTIFIED MUNICIPAL CLERK (CMC) DESIGNATION**

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State/Provincial/National Associations. The CMC program has been assisting clerks to excel since 1970.

All points shall be earned according to the provisions of the IIMC Education Guidelines.

#### **Membership Categories:**

- Full Member/Additional Full Member - Can work towards either designation
- Associate Member - Does not qualify for full membership, and cannot become a Certified Municipal Clerk or a Master Municipal Clerk, as they do not meet 4 of the 8 core duties. They may, however, attend conferences and courses as they desire.
- Retired Members - May continue to work on either designation.

In order for IIMC to recognize a Certified Municipal Clerk (CMC) designation, membership must be current.

Supporting documentation must be included with each CMC Application for Designation towards the CMC designation.

#### **Supporting documentation contains:**

- The name of the applicant
- The date of the work
- The title/description/or nature of the work
- The date, location, and the hours spent
- Any other pertinent information

Examples of Acceptable Materials:

- A certificate of completion from the IIMC-approved Institute/Academy
- A letter of reference from the HR Department verifying the duration, scope, and nature of employment
- A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance. A copy of official college transcripts

Note: If unsure about what kind of supporting documentation is acceptable, please contact the IIMC the Education Department.

IIMC cannot accept:

- A first person letter
- A document from a relative or spouse of the applicant
- Incomplete documentation

More information regarding IIMC programs can be found at [www.iimc.com](http://www.iimc.com), or by contacting the Education Department directly.

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
3. Affirm and practice the IIMC Code of Ethics.
4. Submit the Application for Admission along with the \$50 non-refundable Application fee (applicable towards the total \$100 certificate only or \$135 certificate and plaque fee).
5. Complete and submit an IIMC Application for CMC designation with required supporting documentation and fee.
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.
9. Attain fifty (50) points in the Experience category.

**Education requirements for the CMC candidates**

**Education Points (Total of 60 points required)**

<b>Education</b>	<b>Total Points</b>
Satisfactory completion of a 120-hour (60 points of course work at an on-land IIMC approved Municipal Institute or Academy.	1 point per 2 in-class contact hours
A Bachelor's degree or higher in Public Administration or similar field*	20
A Bachelor's degree or higher in an unrelated field*	10
Associate of Arts degree in Public Administration or related field*	5
Completion of an IIMC-approved State/ National/ Provincial educational course (with course review)	1 point per 4 hours of instruction
IIMC Annual Conference**	up to 8 points per conference, for attending the four days of the conference
IIMC Athenian Leadership Dialogue	Up to 2 points each
IIMC CD-Rom Courses	1 point each
IIMC Online Courses	3 points each

\*Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMCA programs. Copies of college transcripts are required.

\*\* IIMC Annual Conference education points shall be used for either Education or Experience points, not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

**Experience Requirements for CMC Candidates**

**CMC Experience Component (total of 50 points required)**

<b>Work Experience</b>	<b>Total points</b>
Full-Time municipal or deputy clerk with administrative responsibility	4 per year maximum 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

**CMC Experience Component -- Municipal Clerks Conferences**

<b>Conference Attendance</b>	<b>Total points</b>
Attendance at IIMC Conferences*	Up to 8 points per event
Attendance at municipal clerk related conferences. Example: IIMC regional, municipal associations, state associations and municipal league conferences	1 per 4 or more hours in one day of attendance

**CMC Experience Component --Continuing Education**

<b>Continuing Education</b>	<b>Total points</b>
Continuing education courses through State/ Provincial courses (with Course Review)	1 point per 4 hours
Satisfactory completion of an IIMC-approved Distance Education or self-study courses**	May vary with course
Misc. courses (that have not gone through the Course Review process), approved on the list of appropriate subjects	1 point per 6 hours

**CMC Experience Component --Business or Vocational School Courses**

<b>Business or Vocational Courses</b>	<b>Total points</b>
Courses must relate to the municipal clerk's position	1 point per 10 hours of training

**CMC Experience Component --College or University Courses**

<b>College or University Courses</b>	<b>Total points</b>
Relevant college or university course credits not used for education points	1 point per credit unit

\* IIMC Annual Conference education points can be used for either Education or Experience points, but not for both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

\*\* Distance Education courses must be approved by the Director of Education and Research.

**MASTER MUNICIPAL CLERK (MMC) DESIGNATION**

The MMC is the second of the two professional designations offered by IIMC. To qualify for entrance into the Master Municipal program, an applicant must have already earned the CMC designation. The MMC program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and advanced educational component, a professional and social contribution component. MMC applicants must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

The educational requirements for the MMC are more complex and at a much higher level than those of the CMC program. The subject matters might be similar to those of the CMC courses; however, the breadth and depth of the MMC courses shall be more academically advanced. The IIMC Education Department can always assist in determining the level of any course.

All points shall be earned according to the provisions of the IIMC Education Guidelines.

**Membership Categories:**

- Full Member/Additional Full Member - Can work towards either designation
- Associate Member - Does not qualify for full membership, and cannot become a Certified Municipal Clerk or a Master Municipal Clerk, as they do not meet 4 of the 8 core duties. They may, however, attend conferences and courses as they desire.
- Retired Members - May continue to work on either designation.

In order for IIMC to recognize a Master Municipal Clerk designation, membership must be current.

Supporting documentation must be included with each MMC Application for Designation towards the MMC designation.

**Supporting documentation contains:**

- The name of the applicant
- The date of the work
- The title/description/or nature of the work
- The date, location, and the hours spent
- Any other pertinent information

**Examples of Acceptable Materials:**

- A certificate of completion from the IIMC-approved Institute/ Academy
- A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance.
- A copy of official college transcripts
- Certificates/letters of appreciation for committee work

Note: If unsure about what kind of supporting documentation is acceptable, please contact the IIMC's Education Department.

**IIMC cannot accept:**

- A first person letter
- A document from a relative or spouse of the applicant
- Incomplete documentation

- Documentation dated prior to the CMC designation, or, if applicable, prior to the last Level obtained.

More information regarding our programs can be found at [www.iimc.com](http://www.iimc.com), or by contacting the Education Department directly.

The following are the requirements for obtaining the MMC designation:

1. Hold a CMC designation in good standing.
2. Be an active member of IIMC.
3. Reaffirm IIMC's Code of Ethics.
4. Complete and submit the Application for Admission, along with the non-refundable application fee of \$50 (applicable towards the total \$400 fee).
5. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and appropriate fees.
6. Attain 60 points in the Advanced Education category.
7. Attain 40 points in Professional and Social Contributions category, 20 of which can be a Combination of Advanced Education and/or Professional and Social points.
8. All points earned towards the MMC designation must be dated after any prior designation (i.e.- CMC, or if applicable, any prior Levels). For example, if the applicant's CMC designation was obtained in March of 2008, no materials dated prior to March of 2008 will be accepted towards the MMC designation.

### **Advanced Education Requirements for MMC Candidates**

#### **Advanced Education Points (60 points)**

<b>Education</b>	<b>Total Points</b>
1. Completion of an IIMC- approved Academy program	1 point per 2 in-class contact hours
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. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)	7
6. Completion of a professionally-related seminar or course through local State Association	1 point per 4 hours (with Course Review)

7. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program	1 point per 2 hours for teaching at an IIMC-approved Institute/Academy; 1 point per 4 hours of teaching, training/preparation for a State/Provincial/National course.
8. IIMC Annual Conference education***	up to 8 points per conference, for attending the four days of the conference
9. Professionally-related seminars in approved subjects	1 point per 6 hours
10. Athenian Leadership Society Dialogues	2 points each
11. Distance Education Courses****	3 points for IIMC course; 1 point per 6 hours for all other organization courses
12. IIMC CD-Rom Courses	1 point each
13. IIMC Online Courses	3 points each

\*Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMCA programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

\*\* Teaching and Training credit may be used in either Advanced Education or Professional and Social, not both.

\*\*\* 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. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

\*\*\*\* Advanced Education points 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.

### **Professional and Social Contribution Requirements for MMC Candidates**

**\*Please note that in addition to the 20 required Professional and Social points needed, MMC candidates must also complete 20 Combination points, which may come from either Advanced Education or Professional and Social Contributions- 40 total points needed.**

#### **Professional and Social Contributions (40 points)**

<b>Professional and Social Contributions</b>	<b>Total Points</b>
1. Member of the IIMC Board of Directors	2 per year
2. Chairperson of an IIMC or Municipal clerks Association	2 per year

Committee	
3. Officer or trustee of a Municipal Clerks Association or subdivision	2 per year
4. Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference, or Municipal League Annual Conference	1 per 4 hours, or 1 day of attendance
5. Registration and attendance at an IIMC Annual Conference*	Up to 8 points per event
6. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program**	1 point per 2 hours for teaching at an IIMC- approved Institute/Academy; 1 point per 4 hours of teaching, training/preparation for a State/ Provincial course.
7. IIMC or Municipal Clerks Association Committee member	1 per year
8. Unique on-the-job performance or achievements that benefit the profession or community	2 per year
9. Personal accomplishments of educational benefit to the profession	2 per year
10. Officer in a related professional association	1 per year
11. Relevant college or university course credits not used for Education. 1 point per credit unit ***	1 point per credit unit

\* 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. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.\*\* Teaching and Training credit may be used in either Advanced Education or Professional and Social, but not for both.

\*\*Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMC programs. Points or credits for college work may not have been used towards the CMC designation, or in Advanced Education. Copies of college transcripts are required.