

CERTIFIED MUNICIPAL CLERK (CMC) STEP-BY-STEP PROCESS (Regions X and XI)

Applying for the Certified Municipal Clerk (CMC) designation, and don't know how to go about it? We're here to help!

Step #1: You must be an IIMC member. The two-year IIMC membership confirms the commitment of the clerk to IIMC and its mission, as well as the profession at large. The candidate may take courses during the two-year IIMC membership period, however, the CMC certification will only be granted after the two-year IIMC membership period and the Education and Experience requirements have been fulfilled.

To become a member, please contact Tammy Storrie (tammys@iimc.com) Member Services Representative for more information visit the [membership page](#) of the website.

Step #2: If you are a member in good standing, fill out the [Application for Admission](#) form and be sure to mark the CMC box and include the \$50 fee. The Application for Admission is the enrollment form for the CMC program, and gets you placed in our system as a CMC candidate. This will also assist the Education Department in keeping you informed of any educational opportunities that IIMC Institutes may be offering. Please see the [CMC page](#) of the IIMC website for more information. The Application for Admission can now be completed and submitted completely online!

To obtain the CMC designation you will require 60 points of Education, as well as 50 points of Experience, for a grand total of **110** points. For more information, please review the current [Education Guidelines](#).

Step #3: Send in the [International Application for CMC Designation](#) (this is considered your "point request form," along with all supporting documentation. IIMC is unable to review any CMC Application that lacks supporting documentation, or supporting documentation that lacks an International Application for CMC Designation. These forms can be found on the [CMC page](#) of the website.

Once received (processing time is approx. 2-3 weeks), the Education Department will review your information and email you a status report. At that time, you may want to contact us with questions. Please feel free to do so.

Step #4: If you have completed the point requirements for your CMC Designation, fulfilled the two year membership requirement and paid the necessary fees, IIMC will send you a notification of your accomplishments and your certificate and pin will be mailed to you. If your application is incomplete you will be asked to submit additional information, complete with the CMC Application for Designation and supporting documentation.

Fees: The Application for Admission is \$50, and must be paid at the time of entrance into the CMC program. The Application for the CMC Designation is \$50, and must be paid before completion of the CMC designation.

- Application for Admission Fee \$50 (non-refundable)
- Application for CMC Designation Fee \$75 (non-refundable)

Our general website is located at www.iimc.com . Here you can find information on programs such as Online Courses, a place to post your resume, as well as other great information.

Please feel free to contact Education Associate, Kellie Siggson at (kellie@iimc.com) with any questions you may have.