

The Application for Designation

The Education Department has put together a bit of information on how the Application for Designation is used and why it is needed with every submission. Please let the Certification Manager, Ashley DiBlasi (ashley@iimc.com) know if you have other questions.

The Application for Designation is required with each submission as this is considered an applicant's point request form. This Application for Designation is the form that IIMC staff uses to track an applicant's points using the "IIMC only" category and remains the official record of the points awarded during that submission. IIMC treats each submission as a separate point request and combines all the submissions together when totaling points.

Applicants have the option of submitting the application form one time at the end of the program when they know that they have completed all of the point requirements needed for the designation. IIMC also offers applicants the option to submit as they go for a variety of reasons:

- Submitting periodically maintains communication with the Education Department and allows staff to give the applicant an exact count of their point totals to date and an idea of where their time and budget would be better spent based on the information that has been submitted
- The Application for Designation serves as a point of reference for IIMC staff and the applicant during telephone conversations. During the review process, staff often corrects application forms and moves items around to better suit the applicant and their quest for points. When discussing the review over the phone with the applicant, staff can say something along the lines of "We took your BA degree out of category #3 and put it in category #2 where it actually earns you twice as much credit." Or, "The items that you listed in category #1 actually qualify for credit in category #5 per the Education Guidelines." This ensures that the applicant has an accurate account of their submission at home for their personal records.
- The Application is the applicant's way of letting IIMC staff know where they would like their items placed and offers valuable insight into how to interpret the supporting documentation that has been submitted. IIMC always does what is in the applicant's best interest, but staff will never make a final decision on the placement of an item, when there are options, without consulting the applicant first - ultimately the decision is theirs. For example, college transcripts for a BA degree are submitted to the Education Department without the Application for Designation. Would the applicant like to apply this degree toward the Education requirements as a whole degree, or toward the Experience requirements as individual units? Referring to the location of the work on the application form completed by the applicant, allows staff to place the items according to the applicant's wishes.
- Submitting as you go allows the applicant to become familiar with the submission process itself and ensures that the correct information is being submitted for supporting documentation. For example - an applicant attends a municipal clerk conference and

submits the agenda as proof of attendance. This agenda shows IIMC the content, time and dates of the program; however, it does not verify that the applicant attended. IIMC requires a certificate of completion, a letter from the organization verifying attendance, a copy of the participant's name badge or the registration form and payment receipt. This type of documentation places the applicant at the conference and verifies attendance.

Submitting as you go, allows one to understand what information needs to be submitted in order to allow staff to award credit