

## **CERTIFIED MUNICIPAL CLERK (CMC) STEP-BY-STEP APPLICATION PROCESS**

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 for two years. 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 and even apply for the CMC Designation; however, the CMC Designation will only be granted after the two-year IIMC membership period and the CMC designation requirements have been met.

To become a member of IIMC, please get in touch with Tammy Storrie ([tammys@iimc.com](mailto:tammys@iimc.com)), Member Services Representatives, or visit IIMC's Membership page.

**Step #2:** If you are a member in good standing, your next step is to fill out the [Enrollment Form](#) (this is your enrollment form in the CMC program; This is **NOT** the same as the Application for Designation). Be sure to mark the CMC box and include at least the USD 50 Admission fees (discussed below). The Application for Admission lets IIMC know you are enrolling in 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 may be coming up.

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

**Step #3:** Once you have met all the point requirements, submit the [Application for CMC Designation](#) along with supporting documentation for each item you list on the application using the <https://bit.ly/CMCDesApp> link. IIMC can only review materials submitted via this portal and will only review complete applications. Once received, the Education Department will place your submittal into the queue for review. The current review time is 5 – 6 weeks.

We are happy to discuss your application if you believe you have met or exceeded all the requirements to give you a firm assessment and accept supplemental documents.

**Step #4:** Once you have completed the point requirements for your CMC Designation and paid the fees, IIMC will notify you of your accomplishments via email along with a digital certificate to celebrate your accomplishment. A physical certificate and pin will also be mailed to you.

**Fees:** The cost of the CMC certification is **\$125.00**. You have the option of paying this fee in full, upfront, or breaking it up into the following installments:

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

Please get in touch with the Education Certification Department with any questions.