

# certification

## Q&A

with Dr. Jai

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# Overview

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Frequently  
Asked Questions

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Open forum  
for Questions  
and Answers



# About Me

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I am Dr. Jai Ulrich.

I am the Associate Director of Professional Development at IIMC.

I have been here for 2 years.

# Credentials

- My doctoral degree is in **Higher Education Leadership**.
- My Masters Degree is in **Organizational leadership**,
- My BA is in **Sociology and Anthropology** with a minor in **Religious Studies**.
- Fun Fact: I am a certified **Empowerment Coach** and founder of **Pathway to Empowerment with Jai, LLC**

[www.pathwaytoempowermentwithjai.org](http://www.pathwaytoempowermentwithjai.org)

# Before IIWC

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- Associate Director of Transfer Student Admission
- Domestic and international reviews
- Orientation
- Articulation Officer, which meant I designed and maintained all national and international course articulation agreements/equivalencies between the college and other universities/community colleges.

# IIWC

I

- CMC and MMC Certification
- Annual conference curriculum.
- Speaker contract negotiations,
- budgeting, and digital connections.

2

## Athenian Dialogues.

- Review and Approval of all Athenian Facilitator applications including facilitator onboarding.
- Review and Approval of all Athenian Book Requests.

3

- Support Dr. Rodriguez in educational policy, updates, and course reviews.
- Serve on committees
- Why do I share all of this?
- Now on to FAQ!

# Points?

Per Policy/Education Guidelines if your course is an:

**IIMC approved Institute  $2 \text{ hrs.} = 1 \text{ pt.}$  (Section 1 under Education)**

IIMC State/National/Provincial educational courses that go through IIMC's Course Review Process:

**$4 \text{ hrs.} = 1 \text{ pt.}$  (Section 5 under Education)**

1 Continuing Education Unit/FEMA (CEU):  $1 \text{ CEU} = (1.66)$

**2 pts. (Section 11 under Education)**

What about contact hours?  $6 \text{ hrs.} = 1 \text{ pt.}$

**College Course Work (Units):  $1 \text{ unit} = 1 \text{ pt.}$  (Sections 2-4 under Education OR Section 14 under Experience)**

# Transcripts?

- Where can you order transcripts? National Student Clearing House
- <https://www.studentclearinghouse.org/transcriptservices/fast/>

## Can I use military transcripts?

- Yes, we can accept Joint Service Transcripts:
- <https://jst.doded.mil/jst/>

# Transcripts?

## Joint Service Transcripts

American Council of Education(ACE)credit recommendations are based on evaluations conducted by college and university faculty members who are actively teaching in the areas they evaluate. These recommendations appear on the Joint Services Transcript (JST).

## Step-by-Step Guide

[CMC Step-by-Step Guide Here!](#)

[MMC Step-by-Step Guide Here!](#)

What type of activities will provide points toward certification?

- **Continued Education:** Attending workshops, seminars, and courses related to Municipal Clerking. These might be offered by IIMC itself or other recognized educational institutions.
- **Professional Participation:** Active involvement in clerical organizations, serving on committees, or holding office in organizations related to municipal clerking.
- **Teaching or Presenting:** Engaging in teaching or presenting at workshops and seminars related to municipal clerking can also earn points.
- **Research and Publication:** Conducting research and publishing articles or papers on topics relevant to municipal clerks.
- **Mentoring:** Participating in mentoring programs for clerks.
- **Special Projects:** Undertaking special projects or assignments related to the field.

# What would make my application **incomplete/denied** for review?

- **Missing your admission enrollment form** (enrollment-\$50 app).
- **Missing your CMC/MMC designation** application (the excel sheet).
- An **incomplete designation**: Excel sheet that is **blank** or **partially complete**.
- **Missing supporting documentation** such as certificates or transcripts.
- You are **not in good standing** with IIMC
- You were **not a full/additional full member** at time of enrollment (contact Member Services: [janis@iimc.com](mailto:janis@iimc.com)).

# How can I expedite the process?

- If you are a **full/additional full member** of IIMC **complete the enrollment app** ASAP (\$50).
- Make sure your **CMC/MMC is paid for** **Save** your course certificates **as you go**-you are ALL masters of record keeping.
- Keep **two files**, one for **education** and **experience (CMC)** or **advanced education** and one for **professional contribution (MMC)**. This will help when uploading your documents.
- **Only submit COMPLETE applications!**  
I believe in YOU!

# Status Updates?! Aka ~~“old process”~~

There are

19,522 municipalities across the US

IIMC has nearly 15,000 members

- 482 municipalities in CA

$10\% \text{ of } 15k = 1500$

$3\% = 450$

10% of our members wanted a status update.

- That would mean halting certification for one person (me) to provide status updates for 1500 people who are in the process of completing their certification.

Let's say only 3% of our members (about one state) = 450 people.

1 person to provide status updates to 450 people would halt certification. I found members who were ready to be certified but waited a whole year because of the status update bottleneck!

# New Process

We have increased certification an average of 30%.  
96% of applicants 289/300 are completing the process correctly and have been certified.

There is no longer a bottleneck or long wait time to become certified once your application is received (average time is 1-2 weeks previous period was 5-6 weeks).

~~Once~~  
You are  
certified

- You will receive an announcement via email with a **digital certificate** to celebrate your accomplishment.
- In about **5-6 weeks** you will receive your beautiful **certificate and pin** in the mail.

# questions

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Thank you