

# Certification

Q&A

with Dr. Jai



Overview



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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 IIMC

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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.



# IIIMC

1

- 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 hrs. = 1 pt. (Section 1 under Education)**

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

**4 hrs. = 1 pt. (Section 5 under Education)**

1 Continuing Education Unit/FEMA (CEU): **1 CEU = (1.66)**

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

What about contact hours? **6 hrs. = 1 pt.**

**College Course Work (Units): 1 unit = 1pt. (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% of 15k = 1500

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.

3% = 450

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