

California Professional Municipal Clerk Certificate Program

Series 300

September 29 to October 3, 2025

California Professional Municipal Clerk (CPMC) is a University of California Riverside (UCR) Extension Certificate Program offered to individuals employed by a municipal agency and engaged in City or Special District Clerk functions. CPMC is professional development education in affiliation with IIMC. (International Institute of Municipal Clerks)

Completion of four CPMC Series satisfies the requirements for the 12-unit certificate. Each Series is a 30-hour (3 unit) curriculum containing a selection of clerk-focused courses held on the UCR campus. Series may be taken in any order, but not taken twice for UCR credit toward a CPMC.

CPMC is approved by IIMC for **Certified Municipal Clerk (CMC)**, **Master Municipal Clerk (MMC)** and **Education Plus Program (EPP)** hours. Each session earns 30 IIMC education hours. Individuals who attain a CMC designation before completing the program may continue to earn MMC hours. Individuals who attended Technical Training for Clerks may repeat a series for IIMC hours. The courses are re-designed and not duplication of prior offerings. IIMC hours are awarded at the completion of each Series.

CPMC Registration Fee: \$1500
Optional 3 UCR unit fee for certificate: \$150

Weeks begin Monday afternoon at 1 o'clock and adjourn Friday at Noon.

Tuesday, Wednesday, and Thursday sessions are held 8:00 until 5:00.

**Program fees include daily breakfast, breaks, and lunch,
Monday and Thursday evening receptions, and all supplies.**

**Full attendance is required for completion credit.
There is no provision for partial credit or make-up for missed assignments.**

CPMC is open to individuals wishing to enhance their professional skills, earn IIMC approved hours and/or the UCR certificate. The format is intended to provide training appropriate for both less experienced and expert individuals. It enables attendees to personalize their learnings to their professional level. Trainers include experienced professional clerks, university-based trainers, and professional experts in municipal and special district content.

There is no requirement for participants to be members of either CCAC or IIMC. Out of state registrants are accepted if capacity permits.

Additional Information: Maureen Kane & Associates, Inc.
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