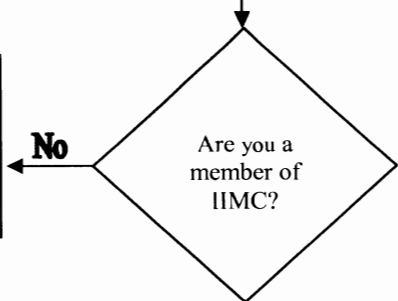
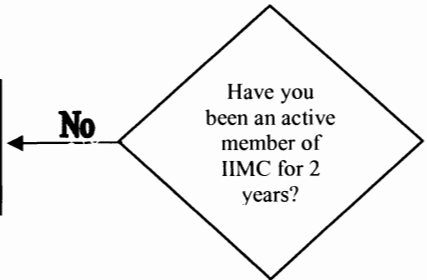


*Start Here:*  
CMC  
Certification

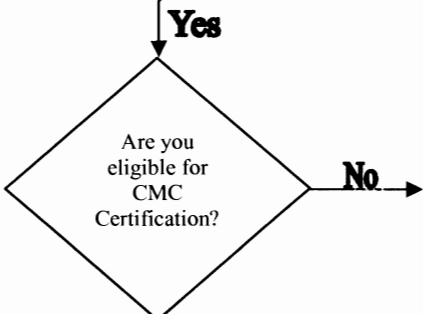
Visit IIMC's website at [www.iimc.com/member\\_services/join.shtml](http://www.iimc.com/member_services/join.shtml) for a membership application or contact Member Services Dept at (909) 944-4162



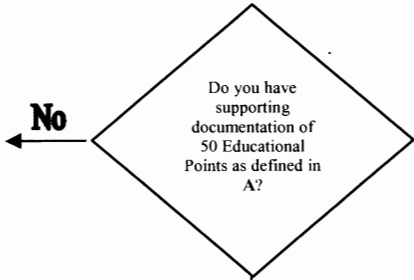
You will need to be an active member for a minimum of 2 years before you are eligible for CMC certification



The following are eligible for CMC Certification: Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or individual who serves an elected Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: 1. General Management, 2. Records Management, 3. Elections, 4. Meeting Administration, 5. Management of bylaws, Articles of Incorporation, ordinances or other legal instruments, 6. Human Resources Management, 7. Financial Management, 8. Custody of the official seal and execution of official documents.

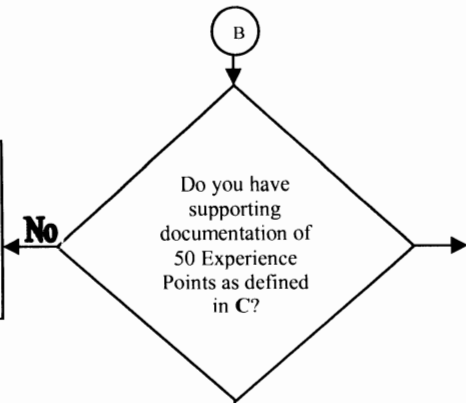


Earn 50 Education points by attending an IIMC-recognized Municipal Clerks Institute. Visit our website at <http://www.iimc.com/Education/Profiles/Profiles.shtml> for an institute near you.

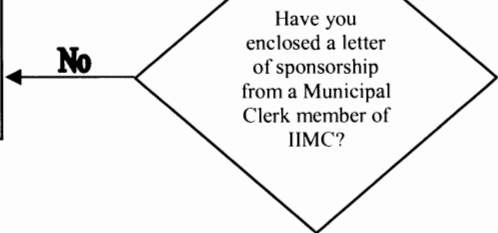


(A) Education Points	POINTS
• Satisfactory completion of a 100- hour IIMC recognized Municipal Clerks Institute.	50
• Bachelor degree or higher in Public Administration or related field.	50
• Bachelor degree or higher in an unrelated field and 67 hours of Institute training.	50
• Associate of Arts degree in Public Administration or related field and 67 hours of institute training.	50

Earn Experience Points by completing IIMC Distance Education courses. Visit our website at [www.iimc.com/DistanceEducation/index.asp](http://www.iimc.com/DistanceEducation/index.asp).

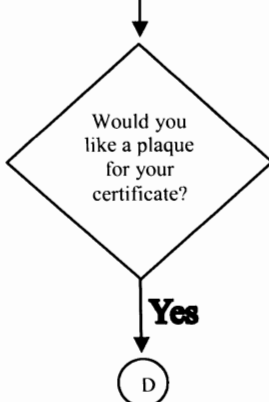
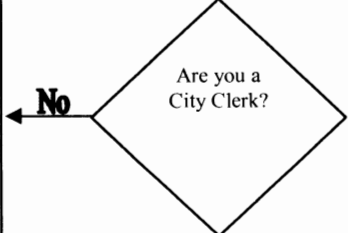


You will need to get a letter of sponsorship before continuing.



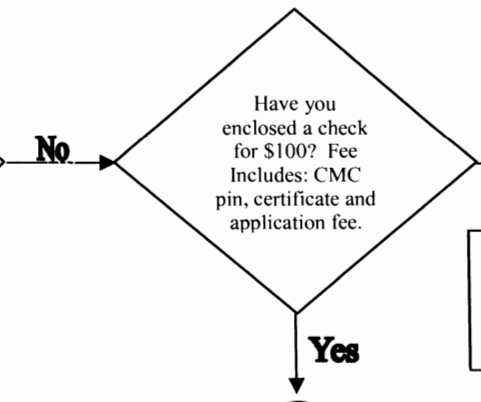
You will need to have a letter from your Municipal Clerk, or immediate supervisor, stating that you perform at least 4 of the 8 core municipal clerk duties prior to continuing.

The 8 duties are as follows: 1. General Management, 2. Records Management, 3. Elections, 4. Meeting Administration, 5. Management of Bylaws, Articles of Incorporation, ordinances or other legal instruments, 6. Human Resources Management, 7. Financial Management 8



**C**

Experience Points	POINTS	MAXIMUM
• Full-Time Municipal or Deputy Clerk with administrative responsibility.	4 per year	40 pts
• Part-Time Municipal or Deputy Clerk with administrative responsibility.	2 per year	40 pts
• Part-time Municipal or deputy Clerk with no administrative responsibility.	1 per year	30 pts
• Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk.	2 per year	30 pts
• Administrative position in federal, state or provincial government.	1 per year	30 pts
• Administrative position in business	1 per year	30 pts
• Attendance at IIMC Annual Conferences	4 each	20 pts
• Attendance at Municipal Clerk related Conference	1 per 6 hours or 1 day	10 pts
• Education courses, college non-degree related course and in-service training relating to your position as Municipal Clerk	1 per 6 hours or 1 day	15 pts
• Satisfactory completion of IIMC – approved Distance Education or self-study courses	Vary with course	25 pts
• Business or vocational school courses	1 per 10 hours of training	10 pts
• College or university courses	1 per credit hour	25 pts



You will need to include payment of \$100.00 prior to sending in your application.

