

## CERTIFIED MUNICIPAL CLERK (CMC) STEP-BY-STEP 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. 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, however, the CMC certification will only be granted after the two-year IIMC membership period and the Education and Experience requirements have been fulfilled.

To become a member, please contact Tammy Schultz ([tammys@iimc.com](mailto:tammys@iimc.com)) Member Services Representative for more information or go to our website at <http://www.iimc.com/index.aspx?nid=123>

Step #2: If you are a member in good standing, fill out the Application for Admission form and be sure to mark the CMC box and include the \$50 fee. 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 monitoring your progress, and keeping you informed of any educational opportunities that IIMC Institutes may be offering. Please see the IIMC website at <http://www.iimc.com/index.aspx?nid=126> for more information.

To obtain the CMC designation you will require 60 points of Education, as well as 50 points of Experience, for a grand total of **110** points. For more information, please see the current Education Guidelines here: <http://www.iimc.com/DocumentView.aspx?DID=420>

Step #3: Send in the CMC Application for Designation, along with all supporting documentation. IIMC is unable to review any CMC Application that lacks supporting documentation, or supporting documentation that lacks an Application for Designation. You can find these forms here: <http://www.iimc.com/index.aspx?nid=126>. Once received (processing time is approx. 8-10 weeks), the Education Department will review your information and email you a status report. At that time, you may want to contact us with questions. Please feel free to do so.

Step #4: If you have completed the point requirements for your CMC Designation and paid the fees, IIMC will send you a notification of your accomplishments and your certificate and pin will be mailed to you. If your application is incomplete you will be asked to submit additional information, complete with the CMC Application for Designation and supporting documentation. Please go to our website at <http://www.iimc.com/index.aspx?nid=126> for more information.

Fees: The Application for Admission is \$50, and must be paid at the time of entrance into the CMC program. The Application for the CMC Designation is \$50, and must be paid before completion of the CMC designation. If desired, IIMC offers a plaque for an additional \$35.

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|---------------------------------------|-----------------------|
| ▪ Application for Admission Fee       | \$50 (non-refundable) |
| ▪ Application for CMC Designation Fee | \$50 (non-refundable) |
| ▪ Plaque Fee                          | \$35 (optional)       |

*You may want to look at our website for opportunities in your area:*

<http://www.iimc.com/index.aspx?nid=141>

Our general website is located at [www.iimc.com](http://www.iimc.com). Here you can find information on programs such as Online Courses, CD Rom courses, a place to post your resume, as well as other great information.

Please feel free to contact Verification Specialist, Emily Maggard ([emily@iimc.com](mailto:emily@iimc.com)) with any questions you may have.

## MASTER MUNICIPAL CLERK (MMC) STEP-BY-STEP PROCESS

Applying for the Master Municipal Clerk (MMC) designation, and don't know how to go about it? We're here to help!

Step #1: If you have your Certified Municipal Clerk (CMC) designation, and are a member in good standing fill out the Application for Admission form, make be sure to mark the MMC box and include the \$50 fee. The Application for Admission lets IIMC know you are enrolling in the MMC program, and gets you placed in our system as an MMC candidate. This will also assist the Education Department in monitoring your progress, and keeping you informed of any educational opportunities that IIMC Institutes/Academies may be offering. Please go to our website at: <http://www.iimc.com/index.aspx?nid=128> for more information.

If you do not have your CMC, please contact Verification Specialist Emily Maggard ([emily@iimc.com](mailto:emily@iimc.com)) for information regarding the CMC Designation.

Step #2: Review the MMC section of the Education Guidelines at:  
<http://www.iimc.com/DocumentView.aspx?DID=420>

To obtain the MMC you will require 60 points of Advanced Education, as well as 40 points of Professional and Social points, 20 of which can come from either category, for a grand total of **100** points.

Step #3: Send in the MMC Application for Designation along with any and all pertinent supporting documentation on your Advanced Education efforts and any applicable Professional and Social Contributions you may have. IIMC is unable to review MMC Applications that lack supporting documentation, or supporting documentation that lacks an MMC Application for Designation. Your requirements do not need to be totally complete to be reviewed.

You may submit supporting documents as often as you like. However, IIMC does recommend that you submit once or twice yearly in order to get a status report, and to keep yourself updated on how many points you have, and how many more points you may require. You must submit your materials with an MMC Application for Designation each time, as well as proper supporting documentation.

Your application need not have all 100 MMC points on it to submit, however it will require the MMC Application for Designation and proper backup. Find these forms here:  
<http://www.iimc.com/index.aspx?nid=128>

Step # 4: Once your Application for Designation has been received (processing time is approx. 10-12 weeks), the Education Department will review your information and email you a Status Report. At that time, you may want to contact us with questions. Please feel free to do so.

Step #5: If you have finished all point requirements, you will be sent a notification letter (yea!) and your Certificate and Pin will follow shortly. If you have more points to go, feel free to submit supporting documents and the MMC Application for Designation again when ready.

Fees: In order to receive your MMC designation, you are required to have paid the full fee of \$400. You may send the \$400.00 fee in payment increments, if desired. IIMC does still recommend the payment plan of \$100 with the first Application (minus the \$50 Application for Admission fee), \$75 for the second, \$75 for the third, and \$150 for the fourth, however this payment plan aside from the initial \$50, is up to the applicant.

***You may want to look at our website for opportunities in your area:***

<http://www.iimc.com/index.aspx?nid=141>

Our general website is located at [www.iimc.com](http://www.iimc.com). Here you can find information on programs such as Online Courses, CD Rom courses, a place to post your resume, as well as other great information.

Please feel free to contact MMC Verification Specialist, Emily Maggard ([emily@iimc.com](mailto:emily@iimc.com)) with any MMC questions you may have.