



the John Scott Dailey  
**FLORIDA  
INSTITUTE OF  
GOVERNMENT**  
at Florida State University

Greetings and welcome to your first FACC Fall Academy!!

I'm Amy Brewer and work with your IIMC "Institute Director" Jeff Hendry. Although I'm scheduled to give a quick summary of the CMC education program early Monday morning during the New Clerk's Orientation, I never seem to have enough time to cover EVERYTHING! So, I've tried to upload the most important documents you will need as you begin your journey through IIMC's CMC Certification Program.

As you may already know, the CMC certification program is administered by the International Institute of Municipal Clerks (IIMC) – which partners with universities across the world to serve as IIMC's "Institutes."

The Florida Institute of Government at FSU (IOG) is proud to be one of these "Institutes" and works closely with the Florida Association of City Clerks (FACC) to bring you the necessary educational courses through the FACC Fall Academy, the FACC Summer Conference & Academy, and the FACC quarterly webinars offered each year. These programs represent a unique and rewarding partnership between the FACC and the IOG to support all of **YOU** in the process of earning IIMC's prestigious CMC Designation.

My first and most important recommendation for you, after reviewing the recently revised/updated IIMC Education Guidelines [here](#), is to complete your IIMC membership application as soon as possible by clicking here: <https://www.iimc.com/123/Join-IIMC>. It's important to do this right away as you must be a member of IIMC for at least two years, in addition to completing the educational and experience requirements, to achieve your CMC designation.

I've also attached a recently updated "CMC Step-by-Step Guide." One of the biggest changes is that **IIMC now requires Clerks to complete all (or most) of their 60 education and 50 experience points prior to submitting the Application for CMC Designation.** IIMC has provided a link to that information [here](#) as well. (I've attached it in case you want to print out in advance to help you keep track of your education and experience hours.) It will be very important for you to create a digital file folder where you can save all your records & certificates to submit to them via the new portal.

The other change you'll notice on the "Revised CMC Step by Step Guide" is that effective June 1, 2023, IIMC will no longer accept CMC/MMC Designation applications via email, mail, or fax. All certification designation applications must be submitted via the IIMC Education

Certification portal. The portal may be accessed via the following links:

- CMC: <https://bit.ly/CMCDesApp>
- MMC: <https://bit.ly/MMCDesApp>

All questions concerning certification status now need to be directed to IIMC staff **DR. JAI ULRICH** at [jaimis@iimc.com](mailto:jaimis@iimc.com) and/or **IRIS HILL** at [iris@iimc.com](mailto:iris@iimc.com) who can answer any specific CMC certification and application questions.

Finally, I've attached the FACC's "CMC 3-Year Program Structure" which is a typical example of how most municipal clerks currently earn their 120 education hours (i.e., 60 CMC education points) for their CMC Designation. This process takes most Florida clerks approximately three years to complete.

Again, these are just a few of the education essentials to get you started on the right path. For this week, I just wanted to welcome you and hope you find value in all of the professional development sessions your FACC Professional Education Committee put together.

Thank you all for being here and I applaud each of you as you begin your journey in becoming a CMC! Please reach out to any of us from the Institute, the FACC Board of Directors or FACC staff Linda Bridges and Rachel Embleton if you have any questions or need additional help. We are honored to support you and privileged to serve as an IIMC Institute.

Best wishes for a GREAT first FACC Fall Academy to all of you!

Kind regards,

Amy

PS: After you return home, remember you'll need to complete an "Ideas to Action" form for each session and return to me to earn CMC credits. Each response must be at least three (3) complete sentences and although we don't give "grades," I've included an example of an ITA which would have earned an A+! Finally, don't forget to get your badges scanned after each session (and help your classmates remember as well!) Thanks and see you soon!

***Amy Brewer***

**The John Scott Dailey Florida Institute of  
Government The Florida State University  
(850) 645-6700**

**<http://iog.fsu.edu>**

**[abrewer@fsu.edu](mailto:abrewer@fsu.edu)**