International Institute of Municipal Clerks

Professionalism in Local Government

Certified Municipal Clerk

Ashley Carroll

Verification Specialist

909-944-4162

ashley@iimc.com

Resources

Before you apply for your certification please be sure to check out the numerous resources available to you on the CMC Program page at
Certified Municipal Clerk Program

All links in this slide show take you back to this resource page. Documents can be found listed by name

Step #1

You must be a member of IIMC. IIMC does have a two year membership requirement , but members are more than welcome, **and encouraged** ,to apply to the program and begin working on the point requirements during that time period.

The CMC certification will only be granted after the two-year IIMC membership period and the Education and Experience requirements have been fulfilled.

Step #2

Apply to the Program!

The Application for Admission must be completed and be on file for each applicant. This application 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 approved Institutes may be offering.

Application for Admission

Step #3

Point Requirements

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:

[Education Guidelines](#)

How do I get my points? ??

Step #4

Application for CMC Designation

Send in the Application for CMC Designation, along with all supporting documentation. IIMC is unable to review any Application that lacks supporting documentation, or supporting documentation that lacks an Application for Designation.

You are always welcome to submit your application, even if you know you have not met all the point requirements.

Application for CMC Designation

Supporting Documentation

Supporting documentation contains:
- The name of the applicant
- The date of the work
- The title/description/or nature of the work
- The date, location, and the hours spent
- Any other pertinent information

Examples of Acceptable Materials:
- A certificate of completion, transcript or letter of verification from the IIMC-approved Institute/Academy
- A letter of employment verification from the HR Department verifying the duration, scope, and nature of employment
- A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance.
- A copy of official college transcripts –photo copies are acceptable.

IIMC Cannot Accept

- A first person letter
- A document from a relative or spouse of the applicant
- Incomplete documentation
- Notary training
- Passport training
- Vendor specific training (i.e. - Laserfiche, SIRE, etc.)
- Computer training (Microsoft Office – Outlook, Excel, Word, etc.)
- Email training (how to, etc.)
- Resumes

I've Submitted My Application. Now What??

The Education Department will review your application. Currently review time is 2 weeks.

If you have completed the point requirements for your CMC Designation, paid the fees and met your membership requirement, IIMC will send you a notification of your accomplishments and your certificate and pin will be mailed to you.

Press releases will be sent out to your Institute Director, State Association President and your State Education Chair.

You may include three additional email addresses for the press releases of your choice.

What if My Application is Incomplete?

If an application has been submitted and the point requirements have not been met, the applicant will receive a CMC Status Update.
This email will let the applicant know how many points they have received as of that date, with what IIMC has in office.
At this point, Applicants are always welcome to call the Education Department to discuss the review and ask any questions. A phone conversation will ensure that your record matches mine. I may also be able to offer some suggestions!

I'm here to help!

Submitting Additional Information

If your first submission did not fulfill your point requirements and you plan on submitting more items for review, you MUST include a fresh
Application for CMC Designation.

Only the items that have not yet been given credit need to be documented. IIMC has record of all items points have been awarded for on file. IIMC will be unable to review any supporting documents not accompanied by this application.

Fees

Application for Admission Fee
$50 (non-refundable)
Application for Designation Fee
$50 (non-refundable)
Plaque Fee
$35 (Optional)

Total cost of the CMC Certification is $100

So, I Have My CMC…What Do I Need To Do To Maintain It?

Once obtained, you only need to remain an active member of IIMC (by continuing to pay your annual Membership Dues) in order to have your CMC recognized.

The process of recertification was eliminated January 1, 2010.

That's it!

Contact Me

Please do not hesitate to contact me any time you have questions.
I look forward to working with you!

(909) 944-4162
Ashley@iimc.com