



International Institute of Municipal Clerks

Professionalism in Local Government

Master Municipal Clerk

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Before you start!!

- * You must be an active member of IIMC.
- * You must hold a CMC designation in good standing.

Visit the Master Municipal Clerk page of the IIMC Website at:

[Master Municipal Clerk Program](#)



Step # 1

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 MMC program, and gets you placed in our system as a MMC 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](#)



Please Keep in Mind!

Per the Education Guidelines, all points earned towards the MMC designation must be dated after any prior designation (i.e. - CMC, CMC Recertification, or if applicable, any prior levels).

For example, if the applicant's CMC designation was obtained in March of 2008; no materials dated prior to March of 2008 will be accepted towards the MMC designation.

For more information, please see the current Education Guidelines here:

[Education Guidelines](#)



Step #2

Point Requirements

To obtain the MMC designation you will require 60 points of Advanced Education, as well as 40 points of Professional and Social Contributions, for a grand total of 100 points.

How do I get my points??



Step #3



Application for MMC Designation

Send in the Application for MMC 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 MMC 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 Academy
- ▶ A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance.
- ▶ A copy of official college transcripts



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.)



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 MMC Designation , and paid the appropriate fees, IIMC will send you a notification of your accomplishments and your certificate, plaque 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
MMC Status Update.

This email will let the applicant know how many points they have received as of that date, with what MMC has in office.

At this point, Applicants are always welcome to call the Education Department to discuss the review and ask any questions. We may also be able to offer some suggestions!

The Education Department is 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 MMC Designation.

Only the new items that have not yet been given credit need to be documented. IIMC has record of all past points awarded 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
\$350 (non-refundable)

Total cost of the MMC Certification is \$400



Congratulations!!

It's official!!
You're a Master!



So, I have my MMC...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 MMC recognized.

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

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