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CERTIFIED MUNICIPAL CLERK (CMC)
STEP-BY-STEP APPLICATION 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 and even apply for the CMC Designation, however, the CMC Designation 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 Storrie (tammys@iimc.com) Member Services Representative for more information or visit the Membership page of the website.

Step #2: If you are a member in good standing, fill out the Application for Admission form (this is your enrollment form in the CMC program) and be sure to mark the CMC box and include your fees (discussed below). 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 keeping you informed of any educational opportunities that may be coming up.

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 review the current Education Guidelines.

Step #3: Send in the Application for CMC Designation (this is considered your "point request form," along with all supporting documentation. IIMC is unable to review any materials that are not accompanied by this form. Once received (review time is approx. 2 weeks), the Education Department will review your information and email you a status report. At that time, you are encouraged to contact us to go over your review in detail over the phone.

Remember that you do not need to have all of your points in order to submit your application! We are happy to review what you have now to give you a firm assessment of your points and accept supplemental applications down the road.

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 a fresh Application for CMC Designation documenting new items along with supporting documentation.

Fees: The cost of the CMC certification is $125.00. You have the option of paying this fee in full, up front or breaking it up into the following installments:

- Application for Admission Fee $50 (non-refundable)
- Application for CMC Designation Fee $75 (non-refundable)
- Plaque Fee $40 (optional)

Please feel free to contact Education Associate, Kellie Siggson (Kellie@iimc.com)with any questions you may have.