

# **Certification through the International Institute of Municipal Clerks (IIMC)**

**Certified Municipal Clerk (CMC)  
Master Municipal Clerk (MMC)**



### Contact Us

8331 Utica Avenue  
Suite 200  
Rancho Cucamonga, CA 91730  
Phone: (909) 944-4162  
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## Education Department

[Directions](#)

**Physical Address:** [View Map](#)

8331 Utica Ave.  
Rancho Cucamonga, CA 91730

**Phone:**  
(909) 944-4162

**Fax:**  
(909) 944-8545

### Hours

Monday through Friday  
8 a.m. to 5 p.m.

#### Staff

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<a href="#">DiBlasi, Ashley</a>	Director of Certification and Conference Programs	<a href="mailto:ashley@iimc.com">ashley@iimc.com</a>	(909) 944-4162
<a href="#">Siggson, Kellie</a>	Education Associate	<a href="mailto:kellie@iimc.com">kellie@iimc.com</a>	(909) 944-4162

#### Staff

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Region I

Region II

Region III

Region IV

Region V

Region VI

Region VII

Region VIII

Region IX

Region X

Region XI

# Regions

## IIMC Regions

Find information Region Directors and upcoming events for IIMC's 11 regions.

### United States of America

- [Region I](#) - Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
- [Region II](#) - Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
- [Region III](#) - Alabama, Florida, Georgia, North Carolina, South Carolina
- [Region IV](#) - Arkansas, Louisiana, Mississippi, Oklahoma, Texas
- [Region V](#) - Indiana, Kentucky, Michigan, Ohio, Tennessee
- [Region VI](#) - Iowa, Minnesota, Wisconsin
- [Region VII](#) - Illinois, Kansas, Missouri
- [Region VIII](#) - Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming
- [Region IX](#) - Alaska, California, Hawaii, Oregon, Washington

### Canada

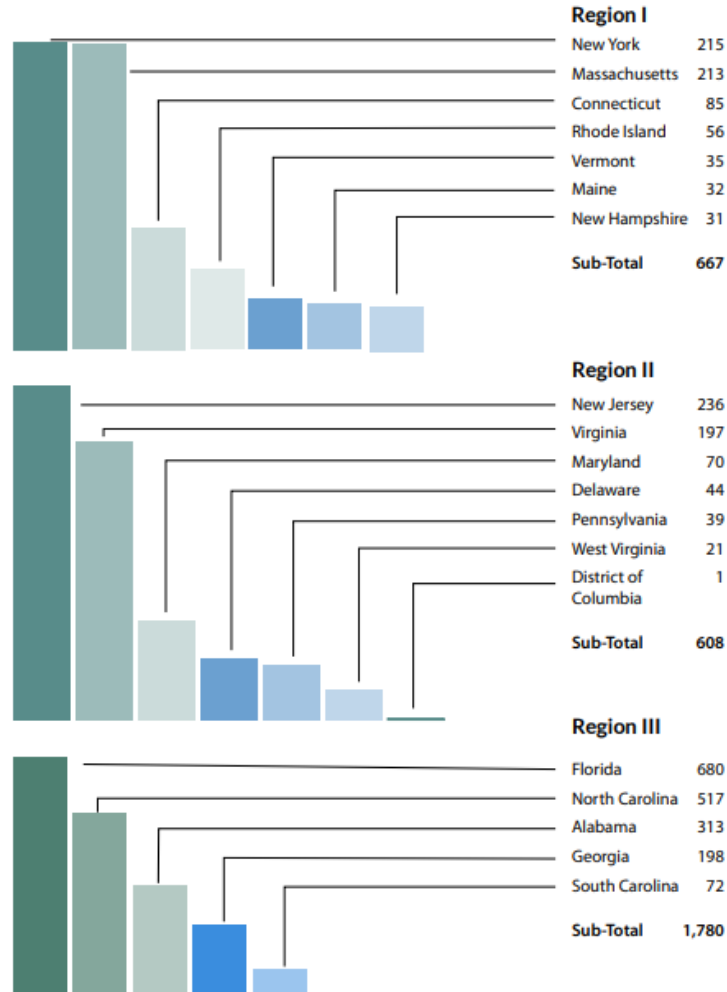
- [Region X](#) - Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut Territory, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon

### Outside North America

- [Region XI](#) - Australia, Belgium, Bermuda, Bulgaria, Israel, The Netherlands, New Zealand, Scotland, South Africa, United Kingdom, Wales

## IIMC State/Regional/National Membership

The following chart represents IIMC membership in each state, province and country. As of September 2020, California leads all states in membership with 1,035. Region XI (Outside North America) leads all Regions in total membership with 5,268. British Columbia leads all members in Canada with 107. England leads all countries in Region XI with 4,732 members, followed by the Netherlands with 513. IIMC's total membership is 14,572.



## 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 Stornie ([tammys@iimc.com](mailto:tammys@iimc.com)) Member Services Representative for more information or visit the Membership page of the IIMC 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. 3 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](mailto:Kellie@iimc.com)) with any questions you may have.

# STEP #1 MEMBERSHIP

## Member Types Eligible for Certification

- Full Members
- Additional Full Members
- Retired Members

NOTE: Two years of active IIMC Membership is required to be completed before we can officially award the CMC designation. You may begin the application process before meeting this requirement.

## Member Types Not Eligible for Certification

- Associate Members

Notes: Be sure to include your current job description along with your Membership Application

Associate Members may accrue certification credit and save them for when/if their membership type changes



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## Join IIMC

### Types of Membership

Anyone subscribing to the ideals and purposes of IIMC is eligible for membership. Benefits include all of the Association's services and publications free of charge or at substantial discount.

### New Member - Paying by Credit Card?

New Members paying by Credit Card complete the [Online Membership Application](#).

**PLEASE DO NOT CREATE AN ACCOUNT OR SIGN IN WHILE COMPLETING THIS FORM.**

[Member Application \(PDF\)](#) Download.

[Membership Benefits \(PDF\)](#) Download.



## Full Members

Full Members are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a legislative government body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following:

- Custody of the official seal and execution of official documents
- Elections
- Financial Management
- General Management
- Human Resources Management
- Management of bylaws, Articles of Incorporation, ordinances or other legal instruments
- Meeting Administration
- Records Management

## Additional Full Members

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same city, but could be other individuals provided they would qualify under the definition of full member. A city must have one full member before they would be eligible to have additional full members.



## Associate Members

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words, if someone serving a legislative body does not qualify for full membership they would be able to join as an associate member. Associate members have the right to vote, BUT CANNOT hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A full member who is in transition (between jobs) would automatically become an associate member until they re-assume the position of Clerk. Associate members also pay a lower fee.



# MEMBERSHIP APPLICATION

International Institute of Municipal Clerks

8381 UHca Ave., #200 • Rancho Cucamonga, CA 91780 • (909/944-4162) • FAX (909/944-8545)

PLEASE COMPLETE ENTIRE FORM PRIOR TO RETURNING TO IIMC

Mr.  Ms. Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality (city/village/town) \_\_\_\_\_ Municipal Pop. \_\_\_\_\_ Municipality Website \_\_\_\_\_

Mailing Address \_\_\_\_\_ Shipping Address \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Country \_\_\_\_\_

Work E-mail \_\_\_\_\_ Home E-mail \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

I was previously an IIMC member in: (Municipality) \_\_\_\_\_ (State/Province) \_\_\_\_\_

Enclosed is CHECK for \$ \_\_\_\_\_ (payable in U.S. Funds to IIMC) Signature \_\_\_\_\_ Date \_\_\_\_\_

AE/VIS/AMC# \_\_\_\_\_ Exp. date \_\_\_\_\_ Signature \_\_\_\_\_ Total amount charged \_\_\_\_\_

I hereby swear & affirm I am eligible for the membership classification of \_\_\_\_\_ (insert member type)

Signature \_\_\_\_\_ Date \_\_\_\_\_

YES, I work for a Legislative Government Body (LGB) – Attach Job Description

I replaced \_\_\_\_\_ Title \_\_\_\_\_ Reason \_\_\_\_\_

How did you hear about IIMC?  Institute  Postcard  Peer  State/Provincial Association  Website

## MEMBERSHIP DEFINITIONS

11/20

### FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

### ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

### ASSOCIATE MEMBER

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members have the right to vote, BUT CANNOT hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

## ANNUAL DUES

### Full Member Population

- up to 20,000 -- \$175
- 20,001 to 200,000 -- \$215
- Over 200,001 -- \$275
- Outside North America -- \$80

### • Additional Full Member -- \$115

- Associate Member -- \$115
- Retired -- \$35
- Overseas Associate Member -- \$80



## STEP #2 APPLICATION FOR ADMISSION



Kellie Siggson

- The Application for Admission is your enrollment form into the CMC program
- This form is separate from your IIMC Membership Application and the CMC Certification Fees are separate from your Annual Membership Dues
- Total Cost = \$125 USD OR \$165 with the optional \$40 plaque (US Only)
- You can pay the full fee upfront OR just pay the \$50 Admission deposit. The remaining \$75 OR \$115 (with plaque) can be paid upon completing CMC points

## CMC Certification Fees

- CMC Certification Fee = **\$125.00** - includes CMC Certificate and Lapel Pin
- Walnut Plaque (optional) = **\$40 (US only)** - total price will be \$165.00
- Installment Options - Fees can be paid all up front or only the required non-refundable \$50.00 Admissions Fee can be paid to begin with any remaining balance paid at the end of the program.

## Payment Forms:

- [Application for Admission](#) - Please complete this form if you will be paying your initial admission fee online with a credit card.
- [Application for Admission \(PDF\)](#)- Please complete and mail this form along with payment if you will be paying your initial admission fee by check, or would like to mail your payment information in.
- [Education Payment Form](#) - Please complete this form if you will be making your final payment using a credit card.
- [Education Payment Form \(PDF\)](#) -Please complete this form and submit it to IIMC Headquarters if you will be submitting a check for your final payment.

## Need Financial Assistance to Pay for Training?

The [IIMC Foundation](#) offers numerous financial opportunities including Institute Scholarships, IIMC Conference Grants and Online Learning Scholarships. The Foundation does not provide assistance with the actual certification fees listed above.



# International Institute of Municipal Clerks

www.iimc.com • hq@iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

## APPLICATION FOR ADMISSION

Date: \_\_\_\_\_

The Application for Admission is considered the enrollment in the CMC or MMC certification program. The filing of this Application with IIMC is the first step in working towards the CMC designation or the MMC designation.

Applying for Enrollment into:  CMC Program  MMC Program

You must be a Full Member, Additional Full Member or Retired Member of IIMC to apply for Admission.

### PERSONAL INFORMATION

Name (Last, First, MI.) ↑ \_\_\_\_\_ Title ↑ \_\_\_\_\_

Municipality or Government Unit ↑ \_\_\_\_\_

Mailing Address (Street Address Required) ↑ \_\_\_\_\_ Suite/ Apt. # ↑ \_\_\_\_\_

City/State/Province/Country, ZIP/Postal Code ↑ \_\_\_\_\_

Email address ↑ \_\_\_\_\_

Phone number ↑ \_\_\_\_\_

Method of Payment:  Check  Visa  MasterCard  American Express

Credit Card # ↑ \_\_\_\_\_ Expiration ↑ \_\_\_\_\_

Cardholder Name ↑ \_\_\_\_\_ Authorized Signature \_\_\_\_\_

\$50 CMC or MMC Deposit \_\_\_\_\_  \$40 Plaque Fee (Optional) \_\_\_\_\_

\$125.00 CMC in Full  \$400 MMC in Full \_\_\_\_\_  \$25 Continuing Education Donation (Optional) \_\_\_\_\_

### APPLICATION FEES

The total cost of the CMC is \$125.00. IIMC requires at minimum a \$50 deposit at the time this Application for Admission is submitted. The remaining balance of \$75.00 must be paid before IIMC can award the CMC designation. If desired, IIMC offers a plaque for an additional \$40.

**Note: Effective January 1, 2017, the cost of the CMC certification has increase from \$100.00 to \$125.00.**

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

The total cost of the MMC certification is \$400.00. IIMC requires at minimum a \$50 deposit at the time this Application for Admission is submitted. The remaining balance of \$350.00 must be paid before IIMC can award the MMC designation. If desired, IIMC offers a plaque for an additional \$40.

Application for Admission Fee	\$50 (non-refundable)
Application for MMC Designation Fee	\$350 (non-refundable)
Plaque Fee	\$40 (optional)

### Continuing Education Fee

The Continuing Education Donation listed above is not a mandatory payment. It would be a contribution to the IIMC Foundation which provides scholarships and grants to for IIMC members to attend Institute Programs and the IIMC Annual Conference.

Mail to IIMC  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730



# INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Professional, Personal

## Code of Ethics

*Believing in freedom throughout the World, allowing increased cooperation between public officials and other nationally and internationally, I*

*do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a member of IPMC:*

*To uphold constitutional government and the laws of my community;*

*To so conduct my public and private life as to be an example to my fellow citizens;*

*To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;*

*To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;*

*To record that which is true and preserve that which is entrusted to me as if it were my own; and*

*To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.*

*These things I, as a member of IPMC do pledge to do in the interest and purposes for which our government has been established.*

\_\_\_\_\_  
(member signature)

Attest:

*This certificate granted by the authority of the International Institute of Municipal Clerks.*

\_\_\_\_\_  
IPMC Executive Director

\_\_\_\_\_  
IPMC President



CMC Education	Total Points
Satisfactory completion of a 120-hour (60 points of course work at an on-land IIMC approved Municipal Institute or Academy.	1 point per 2 in-class contact hours
A Bachelor's degree or higher in Public Administration or related field*	20 points
A Bachelor's degree or higher in an unrelated field*	10 points
Associate of Arts degree in Public Administration or related field*	5 points
Completion of an IIMC-approved State/ National/ Provincial educational course (with course review)**	1 point per 4 hour in-class contact hours
IIMC Annual Conference***	Up to 8 points per conference
IIMC Athenian Leadership Dialogue****	3 points each, 18 points maximum
IIMC CD Rom Courses	1 point each
IIMC Online Courses	Points vary by course
IIMC Annual Conference Academy Sessions	2 points each
IIMC Study Abroad Program	Points vary by program



\*Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMC programs. Copies of college transcripts are required.

Note: Points earned in prior to the accrual of the CMC designation may not be used towards the MMC designation, with exception to a completely unused college degree.

\*\*Course review requirements and template can be found at <http://www.iimc.com/index.aspx?NID=139>.

\*\*\* IIMC Annual Conference education points shall be used for either Education or Experience points, not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance. Note: Excess Education points will be applied to Experience by the IIMC Education Department.

\*\*\*\*Athenian Leadership Dialogues completed prior to November 23, 2013 earn 2 points each with completed assessment. Dialogues completed on or after November 23, 2013 earn 3 points each with completed assessment. A maximum number of 18 points may be earned in this category.

Experience Requirements for CMC Candidates (Regions 1-11)  
 CMC Experience Component (total of 50 points required)

Work Experience	Total Points
Full-time Municipal or Deputy Clerk with administrative responsibility	4 points per year maximum 40 points
Part-time Municipal or Deputy Clerk with administrative responsibility	2 points per year maximum 40 points
Part-time Municipal or Deputy Clerk with no administrative responsibility	1 point per year maximum 30 points
Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk	2 points per year maximum 30 points
Administrative position in federal, state or provincial government	1 point per year maximum 30 points
Administrative position in business*	1 point per year maximum 30 points

\*In the case of applicable self-employment, the applicant must submit a copy of their business license and/or tax return for each year of employment they are seeking credit for. The employment must relate to the duties of the clerks office.

## CMC Experience Component - Municipal Clerks Conferences

Conference Attendance	Total points
Attendance at IIMC Annual Conferences**	Up to 8 points per conference
Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference, Municipal League Annual Conference or other Municipal Clerk related conferences	1 point per 4 verifiable hours, or 1 day of attendance

\*\*IIMC Annual Conference education points can be used for either Education or Experience points, but not for both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

## CMC Experience Component - Continuing Education

Continuing Education	Total points
Continuing education courses through State/Provincial courses (with Course review)	1 point per 4 hours
Satisfactory completion of an IIMC-approved online course	Points vary by program
Other courses that have not gone through the Course Review process and are directly related to the duties of a Municipal Clerk	1 point per 6 hours
IIMC Study Abroad Program	Points vary by program

## CMC Experience Component - Business or Vocational School Courses

<b>Business or Vocational Courses</b>	<b>Total points</b>
Courses must relate to the Municipal Clerk's position	1 point per 10 hours of training

## CMC Experience Component - College or University Courses

<b>College or University Courses</b>	<b>Total points</b>
Relevant college or university course credits not used for education points	1 point per credit unit

## CMC Experience Component – Committee Work

<b>Committee Work</b>	<b>Total points</b>
IIMC, MCEF or Municipal Clerks Association Committee member	1 point per year

NOTE: Regions 1-9: MMC courses taken prior to the acquisition of the CMC designation cannot be used toward the MMC designation. Effective January 1, 2011, a member may earn MMC points while their CMC application is pending review at headquarters. If the review determines that the member's CMC application is deficient, any points earned in the interim will be applied to the deficient CMC application. (November 6, 2010; November 7, 2009; December 4, 2004; December 6, 2002. Policy E-3). For Example: An applicant that has a CMC application in the queue waiting to be reviewed may take MMC level courses during that review period. If upon review, the CMC point requirements have not been met, the credits earned at the MMC level training must be applied to the current CMC application.



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## Alabama

### Institute Conducted By

The University of Alabama (Recognized January 1979)

### Department Conducting the Institute

College of Continuing Studies

(Division of Professional Development & Conference Services)

### Institute Director

Kelsie Fendley

Program Coordinator

College of Continuing Studies

The University of Alabama

Box 870388

Tuscaloosa, AL 35487-0388

[Email Kelsie Fendley](#)

Phone: (205) 348-2325

[Training Website](#)

### Additional Program Contact

Jordan Todd, Program Assistant

[Email Jordan Todd](#)





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## Location of Instruction

Paul W. Bryant Conference Center - Tuscaloosa

## Dates of Institute

Spring Institute: February 24-26, 2021 in Montgomery, AL

Fall Institute: October 21-23, 2021 in Tuscaloosa, AL

Annual Conference: December 1-3, 2021 in Orange Beach, AL

## Cost Breakdown

Registration fee: \$265

## Master Municipal Clerk Academy

See Institute Dates

2 1/2 days of sessions

On-Demand Online Webinars - [Click here](#)

## Program Scheduling

Time to graduate: three year program

Entry level: may enter at any level

2 1/2 days of sessions held twice each year

## Scholarship(s) Available

[Burton Endowment Fund Scholarships](#)

[The IIMC Foundation](#)

## **Online Learning Opportunities**

IIMC's Education Department has reviewed and approved a number of online learning opportunities as an alternative means of providing parts of the components required for the CMC or MMC designation.

- Certification ▶
- IIMC Approved Institutes ▶
- Online Learning Opportunities
- Course Review Process
- Athenian Leadership Society
- Scholarship & Grant Information
- Study Abroad Program

Home > Education > Online Learning Opportunities

## Online Learning Opportunities

The primary goal of IIMC is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, publications, networking, annual conferences and research.

IIMC's Education Department has reviewed and approved several online learning opportunities to assist its members in obtaining certification. These courses have been approved as an alternative means of providing parts of the components required for the [Certified Municipal Clerk](#) (CMC) or [Master Municipal Clerk](#) (MMC) designation.

### Online Institute Programs

Many IIMC Institutes are offering online learning opportunities through the COVID-19 pandemic. Please check each Institute Profile for more information about their current offerings and be sure to check your weekly e-briefings from IIMC.

[Click here](#) to see a list of IIMC approved Institutes and contact information for each.

### Alabama Institute Webinars

The University of Alabama, home of the Alabama Municipal Clerks Institute offers on-demand webinars for CMC and MMC Credit.

These webinars are eligible for **1 CMC Education** or **1 MMC Advanced Education point per 2 educational hours with completed learning assessment.**

To see a complete listing of available webinars, [click here](#).

### Contact Us

**Ashley DiBlasi**

Director of Certification and Conference Programs

[ashley@iimc.com](mailto:ashley@iimc.com)

### Education Department

Phone: (909) 944-4162

Fax: (909) 944-8545

### Florida Institute Webinars

The Florida State University, home of the Florida Municipal Clerks Institute offers on-demand webinars for CMC and MMC Credit.

These webinars are eligible for **1 CMC Education or 1 MMC Advanced Education point per 2 educational hours with completed learning assessment.**

To see a complete listing of available webinars, [click here](#).

### New England Institute On-Demand Webinars

The New England Municipal Clerks Institute & Academy Institute offers on-demand webinars for CMC and MMC Credit.

These webinars are eligible for **1 CMC Education or 1 MMC Advanced Education point per 2 educational hours with completed learning assessment.**

To see a complete listing of available webinars, [click here](#).

### IIMC Online Learning Webinar Program

IIMC and the Education Department are proud to offer an all-inclusive, IIMC Online Learning Webinar Program. These non-interactive webinars created by IIMC based on Annual Conference education sessions are approved for **1 CMC Education or 1 MMC Advanced Education point per 2 hours** with completion of a learning assessment. Please follow the webinar information link below to get more information and register for the courses.

These webinars are self-paced courses with no specific dates or times. Participants have 30 days from the time of registration to complete the program.

All registrations and payments are done through Captus Press who assists with managing the online platform.

Click below to view the course catalog and register.

[Course Catalog and Registration Information](#)

## Additional IIMC Online Learning Opportunities

- MindEdge Learning
- FEMA
- Ed2go
- High Performance Leadership Academy
- University of Phoenix Professional Development
- Arizona State University Certified Public Manager Program
- The Adult Degree Program at the University of Wisconsin, Green Bay-Leadership in Public Service
- Minute Taking Standards & Related Issues by Eli Mina, M.Sc.,PRP
- Parliamentary Procedure: Dynamics of Leadership
- Parliamentary Procedure Made Easy
- Certificate in Election Administration

- Certification ▶
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Home > Education > Athenian Leadership Society

## Athenian Leadership Society

### What Is An Athenian Dialogue?

Dialogues are conversations that go beyond the usual knowledge recall and application process familiar to all municipal clerks in training seminars. They are unique because they explore leadership principles and practice, drawing on the insights contained in a book that all participants have read.

Dialogues are conversations in which clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership role.

The premise of the Athenian Dialogue Society is the idea that clerks are leaders in very profound yet subtle ways. Leadership here is not the transactional vending machine citizens seem to believe about public management. The interest and involvement of the participants, as well as the author's specific focus and emphasis, require that the facilitator move with purpose using language of meaning, feeling, and power. Participants devote a full day (6 hours) to a Dialogue and come away intellectually enriched by this communication experience.

Clerk leadership is more transformational in nature. That is to say, the contribution of clerks to municipal leadership changes the perception of colleagues and citizens about the role and purpose of government.

**Athenian Dialogues are an IIMC programs which may be offered by IIMC approved Institutes, State/National/Provincial Clerk Associations. ALL Dialogues must go through a pre-approval process with the Education Department in order to be recognized by IIMC.**



### Contact Us

#### Ashley DiBlasi

Director of Certification and Conference Programs

[ashley@iimc.com](mailto:ashley@iimc.com)

#### Education Department

Phone: (909) 944-4162

Fax: (909) 944-8545

#### Quick Links:

- [Upcoming Dialogues](#)
- [Approved Books](#)
- [Approved Facilitators](#)
- [Athenian Membership](#)

## **ATHENIAN DIALOGUES**

- 3 Education Points each – Maximum of 18
- 16 upcoming Dialogues are listed on the IIMC website – 8 are on-site at various locations and 8 are virtual
- Registration fees range from \$30 to \$275, plus the cost of the book
- Facilitators and Books must be pre-approved by IIMC
- 198 Books on current approved list
- 65 Facilitators on current approved list
- Membership – Athenian Leadership Society
- Complete 10 Dialogues – Become a Fellow



## 2022 Study Abroad Program and Symposium

### About the IIMC Study Abroad Program

The purpose of the program is to provide a unique educational and cultural experience for IIMC members with an evaluation of practical and academic studies. While the emphasis of this program is on education, the itinerary attempts to provide a good balance of touring the host country while interacting with the local government officials and attending educational sessions.



### *Amsterdam, The Netherlands and Bruges, Belgium*

Join us for IIMC's 8th Study Abroad Program . This event is re-scheduled to take place in 2022, but still in Amsterdam and surrounding areas in The Netherlands. Will include the Region XI Symposium.

[2022 Study Abroad Program Tentative Schedule](#)



Related Documents:

- [Study Abroad General Information Brochure](#)
- [Past Study Abroad Programs](#)

## Future Conferences/Call for Presentations

### Call for Presentations

If you are interested in presenting or would like to refer a speaker, please complete the appropriate form by clicking the links below.

### Looking for information on the current IIMC Annual Conference?

Click here for [More Details](#)

### Contact Us

#### Ashley DiBlasi

Director of Certification and  
Conference Programs

[ashley@iimc.com](mailto:ashley@iimc.com)



**2022 - Little Rock, Arkansas**

May 22 - May 25

Deadline July 1, 2021

[Call for Presentations Form 2022](#)



**2023 - Minneapolis, Minnesota**

May 21 - May 24

Deadline July 1, 2022

[Call for Presentations Form 2023](#)



**2024 - Calgary, Alberta, Canada**

May 19 - May 23

Deadline July 1, 2023



**2025 - St. Louis, Missouri**

May 18 - May 22

Deadline July 1, 2024



## **Planning for the Future**

### **IIMC Region Conference Hosts**

- 2022 Alabama**
- 2023 South Carolina**
- 2024 Georgia**
- 2025 Florida**
- 2026 North Carolina**



## **IIMC Foundation Scholarship & Grant Information**

The IIMC Foundation was created in 1984 to raise funds for IIMC. These funds are used to promote, train and educate Municipal Clerks to make them proficient in the services they provide for the citizens of their community.

### **What Kind of Assistance is Available?**

The IIMC Foundation offers 4 types of financial assistance:

- CMC/MMC Scholarships
- Online Learning Scholarships
- IIMC Annual Conference Grants
- IIMC Region Stipends

### **CMC/MMC Scholarships**

This scholarship program has been designed to assist with the costs of attending an IIMC approved Institute or Academy program for those working toward IIMC's professional designations. Don't know where to find your local Institute or Academy? Find the [program information here](#).

The scholarship program was established in 1986 for Clerks attending IIMC Institutes. Since the program's inception, more than 1,500 scholarships have been awarded.

For the 2020-2021 year, recipients will receive up to a \$400.00 CMC or MMC scholarship reimbursement after completion of the program.

[Click here](#) for more information on the CMC/MMC Scholarship Program and to apply!

### **Jim Tinnin Online Learning Scholarship**

The Jim Tinnin Online Learning Scholarships offer eligible IIMC members in each Region (I through XI) an opportunity to receive a Scholarship that can be applied toward registration expenses for any of the existing online learning opportunities found on the IIMC website that are taking place in the upcoming year. If you are interested in applying for an online learning scholarship and you match the criteria below, complete this application in its entirety, and submit it to IIMC Headquarters listed on the application.

[Click here](#) for more information on the Online Learning Scholarship Program and to apply!

### **IIMC Annual Conference Grants**

The Conference Grant Program is designed to allow 2 IIMC members from each of IIMC's 11 regions to attend the IIMC Annual Conference each may. If awarded a grant, the IIMC Foundation will cover the cost of your IIMC Annual Conference Registration.

The 2021 Conference Grant Application period is now open through February 12, 2021. [Click here](#) for more information and to apply.

### **IIMC Region Meeting Stipend**

The Region Meeting Stipend is designed to make the planning of an IIMC Region Meeting financially feasible by providing financial assistance to embellish the Region's annual education program.

Each IIMC Region will decide for themselves how best to use the money toward education at their Annual Region Meeting. The amount will fluctuate each year depending on the IIMC Foundation's annual donation to IIMC. The 2021 about is \$1,000 per IIMC Region.

Please note that this is not an individual state grant but rather a grant that will assist with expenses for one education program offered to all states in that region at once. Not sure what Region you are in. [Take a look!](#)

Find [more information on the Region Grant Program](#)



# Financial Assistance

[Home](#) > Financial Assistance

Planning Committee

Financial Assistance

## John G. Burton Endowment

The endowment has a two-fold purpose, which is to advance the content, quality, and effectiveness of municipal programs held at The University of Alabama's College of Continuing Studies, and also to help perpetuate and improve the quality of services rendered by the League of Municipalities to their constituents. The Alabama League of Municipalities in cooperation with The University of Alabama College of Continuing Studies established this endowment in honor of John G. Burton who served as the first president of the Alabama League of Municipalities in 1936 and held an executive position on that board for eight years. Mr. Burton was a recipient of state and national recognition for his progressive ideas and accomplishments. A native of Walker County, he attended Eldridge Baptist Academy. He was employed with the Central Bank and Trust Company in Jasper from 1918-1932. Elected mayor of Jasper in 1932, Burton served in that capacity until 1946. During his tenure as mayor, he made important contributions to his county and state. He was instrumental in getting tax dollars for municipalities, and he established schools for the training of municipal workers.

Mr. Burton was a member of the Board of Trustees of Walker College in Jasper from 1938 to 1946. From then until 1956, he served as the business manager of Howard College. He worked in the real estate business from 1956 until his retirement. To apply for financial assistance, please fill out the following application:

[John G. Burton Endowment Scholarship Online Application](#)



# STEP # 3

## APPLICATION FOR CMC DESIGNATION

- The Application for CMC Designation is considered your official “*point request form*”
- This form is also the best way of tracking your certification points
- Supporting documentation for each item you list on the application must be included in order to review and award points
- Feel free to Email your application and support to [Kellie@iimc.com](mailto:Kellie@iimc.com)

### Tips and Tricks

- Be sure to read the fine print under most categories. These will assist with placement of commonly submitted items as well as what type of support we are looking for
- Not sure you filled it out correctly? It’s OK! Just try your best, we will make corrections during review
- Once the Education Department has completed your review, be sure to schedule an appointment with us to discuss everything in detail





# International Institute of Municipal Clerks

www.iimc.com • ashley@iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545

8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

## APPLICATION FOR CMC DESIGNATION

Date: \_\_\_\_\_

\*Please be sure to review the current Education Guidelines before submitting this Application to IIMC for review and keep a copy for your records.

**The Application for Admission, which is your enrollment form in the CMC program, must be submitted prior to submitting this form.**

### PERSONAL INFORMATION

Name (Last, First, MI.) ↑	Title ↑
Municipality or Government Unit ↑	
Mailing Address (Street Address Required for the Shipment of Plaques) ↑	Suite/ Apt. # ↑
City/State/Province/Country, ZIP/Postal Code ↑	
Email Address ↑	
Phone Number ↑	Fax Number ↑

**Has any of your personal information changed recently?**  YES  NO

**Media and/or Local Government Officials to receive an email announcing your CMC Certification status (optional)**

Name	Title	E-mail Address

► **Please DO NOT staple documents when submitting or write "See Attached"**

**Note:** All point requirements for the CMC do not need to be completed to submit this application for review.  
**Excess Education points will be applied to Experience by the IIMC Education Department.**

**Mail to IIMC:**  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

**Or Email to IIMC:**  
[Kellie@iimc.com](mailto:Kellie@iimc.com) Kellie Siggson, Education Assistant  
[Ashley@iimc.com](mailto:Ashley@iimc.com) Ashley DiBlasi, Certification Manager

### IIMC Code of Ethics

Believing in freedom throughout the world allowing increased cooperation between Municipal Clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk:

- To uphold constitutional government and the laws of my community;
  - To so conduct my public and private life as to be an example to my fellow citizens;
  - To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence in our community;
  - To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
  - To record that which is true and preserve that which is entrusted to me as if it were my own; and
  - To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.
- These things I, as a Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

Signature:

Date:

**EDUCATION - 60 POINTS REQUIRED**

**1. IIMC-approved Municipal Clerks Institute or Academy. 1 point per 2 educational hours.**

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only</u>

► Be sure to enclose a copy of the certificate of completion or transcript from each Institute or Academy session.

**2. A Bachelor's degree or higher in Public Administration or related field - 20 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

**3. A Bachelor's degree or higher in an unrelated field - 10 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

**4. Associate of Arts degree in Public Administration or related field - 5 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

► Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

**5. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review Process). 1 point per 4 educational hours.**

<u>Program Name</u>	<u>Association</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

► If a program has been pre-approved by the Education Department, the approval will be listed on the bottom of your certificate of completion.

**6. IIMC Annual Conference. 1 point per 2 educational hours.**

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>IIMC only</u>

**7. IIMC CD Rom Courses. 1 point each.**

<u>Course</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

**8. IIMC Online Courses. Points vary per course.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

► This includes programs created by IIMC. FEMA and Ed2Go programs are not eligible in this category.

**9. Athenian Leadership Society Dialogues. 3 points each, 18 points maximum.**

<u>Book Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

▶ Athenian Leadership Dialogues completed prior to 11/23/2013 earn 2 points each with a completed learning assessment. Dialogues completed on or after 11/23/2013 earn 3 points each with a completed learning assessment. A maximum number of 18 points may be awarded toward your CMC.

**10. IIMC Annual Conference Academy Sessions. 2 points each**

<u>Academy Title</u>	<u>Mo./Yr. Completed</u>	<u>Hours Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

▶ A learning assessment is required in order to earn certification points.

**11. IIMC Study Abroad Program. Points vary by program.**

<u>Program Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours Completed</u>	<u>Est. Points</u>	<u>IIMC only</u>

**TOTAL ESTIMATED EDUCATION POINTS**

**0.00**

Note: IIMC cannot accept vendor courses, product demonstrations and marketing seminars.

Note: Points earned prior to the accrual of the CMC designation may not be used towards the MMC designation, with exception to a completely unused college degree.

## EXPERIENCE - 50 POINTS REQUIRED

**1. Full-time Municipal or Deputy Clerk with administrative responsibility. 4 points per year, 40 points maximum.**

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	

▶ Positions that qualify for IIMC Full or Additional-Full Membership may qualify in this category.

**2. Part-time Municipal or Deputy Clerk with administrative responsibility. 2 points per year, 40 points maximum.**

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	

**3. Part-time Municipal or Deputy Clerk with no administrative responsibility. 1 point per year, 30 points maximum.**

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	

**4. Other administrative positions in local government prior to becoming a Municipal or Deputy Clerk. 2 points per year, 30 point maximum.**

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	

**5. Administrative position in federal, state or provincial government. 1 point per year, 30 points maximum.**

Employer and Position	Dates of Service (Mo/Yr)	Est. Points	

**6. Administrative position in business. 1 point per year, 30 points maximum.**

Employer and Position	Dates of Service (Mo/Yr)	Est. Points	

▶ In the case of self-employment, the applicant must submit a copy of their business license and/or tax returns for each year of employment they are seeking points for. The self-employment must be administrative in nature in order to be considered.

▶ [A letter of employment verification from the HR Department of each employer verifying the nature, duration and scope of the employment is the requested form of supporting documentation to verify past and present employment. Letters for current position are required for certification. For a sample of this letter, simply click this box in Excel.](#)

**7. IIMC Annual Conferences. 1 point per 2 educational hours.**

Conference Location	Mo./Yr. Completed	Hours	Est. Points	

▶ IIMC Annual Conference points can be used for either Education or Experience points but individual conferences cannot be split between the two. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance. Transcripts were not provided until 2010.

**8. IIMC Annual Conference Academy Sessions. 2 points each.**

Academy Title	Conference Location	Mo./Yr. Completed	Est. Points

IIMC only

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▶ A learning assessment is required in order to earn certification points.

**9. IIMC Regional Meetings, Municipal Clerk Association Conferences, Municipal League Conferences or other Municipal Clerk related conferences. 1 point per 4 verifiable educational hours, or 1 point per educational day of attendance.**

Conference/Organization	Mo./Yr. Completed	Hours	Est. Points

IIMC only

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▶ If you are provided with supporting documentation from the hosting organization verifying the specific number of hours you attended, the program is eligible to be reviewed for 1 point per 4 educational hours. If you do not receive the previously stated documentation, the program is eligible to be reviewed for 1 point per educational day of attendance. IIMC only awards credit for education sessions during a conference. Business Meetings and other similar events do not qualify for certification points.

**10. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review process). 1 point per 4 educational hours.**

Program/Association Name	Mo./Yr. Completed	Hours	Est. Points

IIMC only

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**11. Other applicable courses that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.**

Program Name	Mo./Yr. Completed	Hours	Est. Points

IIMC only

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▶ Courses hosted by FEMA, Ed2Go, NAGARA, your municipality and association programs not pre-approved for Education points, etc. are eligible for review in this category.

▶ IIMC cannot accept vendor courses, product demonstrations, marketing seminars.

**12. IIMC Study Abroad Program. Points vary by program.**

Program Location	Mo./Yr. Completed	Hours Completed	Est. Points

IIMC only

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**13. Business or Vocational School Courses. Courses must relate to the Municipal Clerk's position. 1 point per 10 educational hours.**

Program/ Course Name	School Name	Mo./Yr. Completed	Est. Points

IIMC only

--

▶ Transcripts must be submitted for review

**14. Relevant College or University course credits not used for Education. 1 point per credit unit.**

Course Name	University	Mo./Yr. Completed	Est. Points

IIMC only

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▶ To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must relate to the Municipal Clerk's position. A copy of an official transcripts are required.

**15. IIMC, IIMC Foundation or Municipal Clerks Association Committee member. 1 point per year.**

Committee Name	Association	Date of Service	Est. Points	IIMC only

**TOTAL ESTIMATED EXPERIENCE POINTS**

0.00

I hereby apply for Certified Municipal Clerk (CMC) status with the International Institute of Municipal Clerks, and attest that the following statements and supporting documentation are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in the rescinding of my designation. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation (per Board approved policy), I must remain an active member of IIMC.

I hereby commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature:

Date:

# 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
- Passport training
- Vendor specific software training
- Email training (how to, etc.)
- Resumes





# I've Submitted My Application. Now What??

The Education Department will review your Application. Currently, review time is 2-3 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 the records match.

We are 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.



# 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!





IIMC All Things CMC

The video frame shows a Zoom meeting. On the left, a presentation slide features the logo for the International Institute of Municipal Clerks (IIMC) at the top, which includes a globe and a quill. Below the logo, the text reads "CERTIFIED MUNICIPAL CLERK (CMC)" in large, bold, yellow letters. At the bottom of the slide, it says "Education Department Live". On the right side of the screen, there is a video thumbnail of a woman with dark hair, identified as "Ashley DiBlasi...". The background of the slide is split into blue and yellow sections. In the bottom right corner of the video frame, the "zoom" logo is visible. At the very bottom, there is a video player control bar with a play button, a progress indicator showing "0:00 / 1:18:23", and other standard video controls.

All Things CMC

1,153 views • Streamed live on Oct 29, 2020

# Master Municipal Clerk (MMC) Program

## Program Details

The MMC program is the second and more advanced of the two professional designations granted by IIMC. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.

## Requirements

The following are the requirements for obtaining the MMC designation:

1. **Hold a CMC designation in good standing**
2. **Be an active Full, Additional Full or Retired Member of IIMC.** *If you are an Associate Member, please contact the Education Department to discuss your options.*
3. **Reaffirm IIMC's Code of Ethics** - *This happens when you submit your applications.*
4. **Begin the [MMC Step By Step Process](#)**- *This will outline the two required applications needed for certification.*
5. **Attain 60 points in the Advanced Education category** - *Be sure to check out your [local Academy program](#).*
6. **Attain 40 points in Professional Contributions category**

NOTE: 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.

All points must be earned according to the provisions of the [Education Guidelines](#).



# 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](#) (this is your enrollment form into the MMC program), make be sure to mark the MMC box and include your fees (discussed below). 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.

If you do not have your CMC, please contact Education Assistant, Kellie Siggson ([kellie@iimc.com](mailto:kellie@iimc.com)) for information regarding the CMC Designation.

**Step #2:** To obtain the MMC you will require 60 points of Advanced Education, as well as 40 points of Professional points, for a grand total of **100** points. **\*\*Please note that all materials to be reviewed for MMC credit must be completed after the achievement of your CMC. Review the MMC section of [the Education Guidelines](#) for more information.**

**Step #3:** Send in the [Application for MMC 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. 3 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 MMC 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 MMC Designation documenting new items along with supporting documentation.

**Fees:** The cost of the MMC certification is \$400.00. 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 MMC Designation Fee            \$350 (non-refundable)
- Plaque Fee    \$40 (optional)

Please feel free to contact Education Assistant, Kellie Siggson at [kellie@iimc.com](mailto:kellie@iimc.com) with your MMC questions.



# International Institute of Municipal Clerks

www.iimc.com • hq@iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

## APPLICATION FOR ADMISSION

Date: \_\_\_\_\_

The Application for Admission is considered the enrollment in the CMC or MMC certification program. The filing of this Application with IIMC is the first step in working towards the CMC designation or the MMC designation.

Applying for Enrollment into:  CMC Program  MMC Program

You must be a Full Member, Additional Full Member or Retired Member of IIMC to apply for Admission.

### PERSONAL INFORMATION

Name (Last, First, MI.) ↑ \_\_\_\_\_ Title ↑ \_\_\_\_\_

Municipality or Government Unit ↑ \_\_\_\_\_

Mailing Address (Street Address Required) ↑ \_\_\_\_\_ Suite/ Apt. # ↑ \_\_\_\_\_

City/State/Province/Country, ZIP/Postal Code ↑ \_\_\_\_\_

Email address ↑ \_\_\_\_\_

Phone number ↑ \_\_\_\_\_

Method of Payment:  Check  Visa  MasterCard  American Express

Credit Card # ↑ \_\_\_\_\_ Expiration ↑ \_\_\_\_\_

Cardholder Name ↑ \_\_\_\_\_ Authorized Signature \_\_\_\_\_

\$50 CMC or MMC Deposit \_\_\_\_\_  \$40 Plaque Fee (Optional) \_\_\_\_\_

\$125.00 CMC in Full  \$400 MMC in Full \_\_\_\_\_  \$25 Continuing Education Donation (Optional) \_\_\_\_\_

### APPLICATION FEES

The total cost of the CMC is \$125.00. IIMC requires at minimum a \$50 deposit at the time this Application for Admission is submitted. The remaining balance of \$75.00 must be paid before IIMC can award the CMC designation. If desired, IIMC offers a plaque for an additional \$40.

**Note: Effective January 1, 2017, the cost of the CMC certification has increase from \$100.00 to \$125.00.**

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

The total cost of the MMC certification is \$400.00. IIMC requires at minimum a \$50 deposit at the time this Application for Admission is submitted. The remaining balance of \$350.00 must be paid before IIMC can award the MMC designation. If desired, IIMC offers a plaque for an additional \$40.

Application for Admission Fee	\$50 (non-refundable)
Application for MMC Designation Fee	\$350 (non-refundable)
Plaque Fee	\$40 (optional)

### Continuing Education Fee

The Continuing Education Donation listed above is not a mandatory payment. It would be a contribution to the IIMC Foundation which provides scholarships and grants to for IIMC members to attend Institute Programs and the IIMC Annual Conference.

Mail to IIMC  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730



Advanced Education	Total Points
Completion of an IIMC-approved Academy program	1 point per 2 in-class contact hours
A Bachelor's degree or higher in Public Administration or related field*	20 points
A Bachelor's degree or higher in an unrelated field*	10 points
Associate of Arts degree in Public Administration or related field*	5 points
Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)	7 points
Completion of an IIMC-approved State/ National/ Provincial educational course (with course review)**	1 point per 4 hour in-class contact hours (with course review)

\*Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMC programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

\*\*Course review requirements and template are located on the website.

Advanced Education	Total Points
Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education Program***	1 point per 2 hours for teaching at an IIMC-approved Institute/Academy; 1 point per 4 hours of teaching, training/preparation for a State/Provincial/National course
IIMC Annual Conference education****	Up to 8 points per conference
Professionally-related seminars in approved subjects	1 point per 6 in-class contact hours
IIMC Athenian Leadership Dialogues*****	3 points each, 18 points maximum
IIMC CD Rom Courses	1 point each
IIMC Online Courses	Points vary by course
IIMC Annual Conference Academy Sessions	2 points each
IIMC Study Abroad Program	Points vary by program

\*\*\* Teaching and Training credit may be used in either Advanced Education or Professional Contributions, not both.

\*\*\*\* IIMC Annual Conference education points shall be used for either Education or Experience points, not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

\*\*\*\*\*Athenian Leadership Dialogues completed prior to November 23, 2013 earn 2 points each with completed assessment. Dialogues completed on or after November 23, 2013 earn 3 points each with completed assessment. A maximum number of 18 points may be earned in this category.

Professional Contributions (40 points) – must be completed after the achievement of the CMC

Professional Contributions	Total Points
Member of the IIMC or IIMC Foundation Board of Directors	2 points per year
Chairperson of an IIMC, IIMC Foundation or Municipal Clerks Association Committee	2 points per year
Officer or Trustee of a Municipal Clerks Association or subdivision	2 points per year
Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference, Municipal League Annual Conference or other Municipal Clerk related conferences	1 point per 4 verifiable hours, or 1 day of attendance
Registration and attendance at an IIMC Annual Conference*	Up to 8 points per conference

\* IIMC Annual Conference education points shall be used for either Advanced Education or Professional Contribution points, not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

Professional Contributions (Cont'd)	Total points
Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education Program**	1 point per 2 hours for teaching at an IIMC-approved Institute/Academy; 1 point per 4 hours of teaching, training/preparation for a State/Provincial course.
IIMC, IIMC Foundation or Municipal Clerks Association Committee member	1 point per year
Unique on-the-job performance or achievements outside daily duties that benefit the profession or municipality	1 point per 8 hours, with a 12 point maximum
Personal accomplishments of educational benefit to the profession	1 point per accomplishment

\*\* Teaching and Training credit may be used in either Advanced Education or Professional Contribution, not both. IIMC members who teach a session can earn points for teaching, but not for attendance at the same session they are instructing.

Professional Contributions (Cont'd)	Total points
Officer in a related professional association	1 point per year
Relevant college or university course credits not used for Education	1 point per credit unit***
Other applicable courses (not taken through IIMC, Institute/Academy, or IIMC-approved State/National/Provincial Associations), including applicable State/National/Provincial Association programs without course review by IIMC.	1 point per 6 hours

\*\*\* Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMC programs. Points or credits for college work may not have been used towards the CMC designation, or in Advanced Education. Copies of college transcripts are required.

NOTE: Regions 1-9: MMC courses taken prior to the acquisition of the CMC designation cannot be used toward the MMC designation. Effective January 1, 2011, a member may earn MMC points while their CMC application is pending review at headquarters. If the review determines that the member's CMC application is deficient, any points earned in the interim will be applied to the deficient CMC application. (November 6, 2010; November 7, 2009; December 4, 2004; December 6, 2002. Policy E-3). For Example: An applicant that has a CMC application in the queue waiting to be reviewed may take MMC level courses during that review period. If upon review, the CMC point requirements have not been met, the credits earned at the MMC level training must be applied to the current CMC application.



# International Institute of Municipal Clerks

www.iimc.com • ashley@iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

## APPLICATION FOR MMC DESIGNATION

Date: \_\_\_\_\_

\* Please be sure to review the current Education Guidelines before submitting this Application to IIMC for review and keep a copy for your records.

The Application for Admission, which is your enrollment form in the MMC program, must be submitted prior to submitting this form. In order to submit the Application for MMC Designation you must hold a CMC in good standing.

NOTE: No work completed prior to the achievement of your CMC Designation is eligible to be reviewed for MMC points, with the exception of a completely unused college degree.

### PERSONAL INFORMATION

Name (Last, First, MI.) † \_\_\_\_\_ Title † \_\_\_\_\_

Municipality or Government Unit † \_\_\_\_\_

Mailing Address (Street Address Required for the Shipment of Plaques) † \_\_\_\_\_ Suite/ Apt. # † \_\_\_\_\_

City/State/Province/Country, ZIP/Postal Code † \_\_\_\_\_

Email Address † \_\_\_\_\_

Phone Number † \_\_\_\_\_ Fax Number † \_\_\_\_\_

Has any of your personal information changed recently?  YES  NO

### Media and/or Local Government Official to receive an email announcing your MMC Certification status

(Optional)

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail Address \_\_\_\_\_

▶ Please DO NOT staple documents when submitting or write "See Attached"

Mail to IIMC:  
8331 Utica Ave., Suite 200  
Rancho Cucamonga, CA 91730

Or Email to IIMC:  
[kellie@iimc.com](mailto:kellie@iimc.com) Kellie Siggson, Education Associate  
[ashley@iimc.com](mailto:ashley@iimc.com) Ashley DiBlasi, Asst Director of Professional Development

### IIMC Code of Ethics

Believing in freedom throughout the world allowing increased cooperation between Municipal Clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk:

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce These things I, as a Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## ADVANCED EDUCATION - 60 POINTS REQUIRED

**1. Completion of an IIMC-approved Academy. 1 point per 2 educational hours.**

<u>Academy Title/ Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	IIMC only:

► Be sure to enclose a copy of the certificate of completion or transcript from each Academy session.

**2. A Bachelor's degree or higher in Public Administration or a related field. 20 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	IIMC only:

**3. A Bachelor's degree or higher in an unrelated field - 10 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	IIMC only:

**4. Associate of Arts degree in Public Administration or a related field - 5 points.**

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	IIMC only:

► Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated field. If your college degree was used in any way for your CMC designation, it cannot be applied to your IIMC designation.

**5. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum of 50 verifiable educational hours required). 7 points.**

<u>Type of Certification / Designation</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	IIMC only:

► IIMC must be able to verify that an actual certification or professional designation was achieved. Please submit documentation verifying the number of hours required to achieve the certification as well as a program description. Must consist of a minimum of 50 verifiable hours of training.

**6. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review Process). 1 point per 4 educational hours.**

<u>Program Name</u>	<u>Association</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	IIMC only:

► If a program has been pre-approved by the Education Department, the approval will be listed on the bottom of your certificate of completion.

**7. Teacher or trainer at an IIMC-recognized Institute, Academy or Municipal Clerks Education Program.**

**1 point per 2 teaching/preparation hours for IIMC approved Institute or Academy programs  
OR 1 point per 4 teaching/preparation hours for a State/ National/ Provincial Education Program**

<u>Organization and Course Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	IIMC only:

► In the case of teaching, IIMC will accept a first-hand letter from you directly detailing the extent of your preparation for each presentation including the number of hours dedicated to preparation. Actual teaching time must be verified by the organization you taught for.

**8. IIMC Annual Conference. 1 point per 2 educational hours.**

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	IIMC only:

► IIMC Annual Conference education points can be used for either Advanced Education or Professional Contribution points however, individual conferences may not be split. Prior to 2009, IIMC Annual Conferences earned 4 points for full attendance. Transcripts were not provided until 2010.

**9. IIMC Annual Conference Academy Sessions. 2 points each.**

<u>Academy Title</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>TMC only:</u>

► A learning assessment is required in order to earn certification points.

**10. Professionally related seminars that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>TMC only:</u>

► Courses hosted by FEMA, Ed2Go, MindEdge, NAGARA, your municipality and other association programs which include the use of a learning assessment, are eligible for review in this category. If IIMC cannot verify a learning assessment tool was completed, these programs can be placed in Professional Contributions #12 for review.

► IIMC cannot accept vendor courses, product demonstrations, marketing seminars.

**11. Athenian Leadership Society Dialogues. 3 points each, 18 point maximum**

<u>Book Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>TMC only:</u>

► Athenian Leadership Dialogues completed prior to 11/23/2013 earn 2 points each with a completed learning assessment. Dialogues completed on or after 11/23/2013 earn 3 points each with a completed learning assessment. A maximum number of 18 points may be awarded toward your MMC.

**12. IIMC Online Courses. Points vary by course.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>TMC only:</u>

► This includes programs created by IIMC called "IIMC Online Webinars." PLEASE NOTE - FEMA, Ed2Go and MindEdge Learning programs ARE NOT eligible in this category. Please refer to the red footnote under Advanced Education #10 for more information.

**13. IIMC CD-ROM Courses. 1 point each.**

<u>Course</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>	<u>TMC only:</u>

► This program has been eliminated however, previously purchased programs are still eligible for points.

**14. IIMC Study Abroad Program. Points vary by program.**

<u>Program Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>	<u>TMC only:</u>

**TOTAL ESTIMATED ADVANCED EDUCATION POINTS**



## PROFESSIONAL CONTRIBUTIONS - 40 POINTS REQUIRED

Excess Advanced Education up to a maximum of 20 points will be applied to Professional Contributions by the Education Department per the Education Guidelines

**1. Member of the IIMC Board of Directors. 2 points per year.**

Position	Dates of Service (Mo/Yr)	Est. Points	
			IIMC only

**2. Chairperson of an IIMC, IIMC Foundation or Municipal Clerks Association Committee. 2 points per year.**

Committee Name	Association	Dates of Service (Mo/Yr)	Est. Points	
				IIMC only

▶ Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

**3. Officer or trustee of an IIMC, IIMC Foundation or Municipal Clerks Association/Subdivision. 2 points per year.**

Position	Association	Dates of Service (Mo/Yr)	Est. Points	
				IIMC only

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

**4. IIMC Regional Meetings, Municipal Clerk Association Conferences, Municipal League Conferences or other Municipal Clerk related conferences. 1 point per 4 verifiable educational hours, or 1 point per educational day of attendance.**

Conference Name	Mo/Yr Completed	Hours	Est. Points	
				IIMC only

▶ If you are provided with supporting documentation from the hosting organization verifying the specific number of hours you attended, the program is eligible to be reviewed for 1 point per 4 educational hours. If you do not receive the previously stated documentation, the program is eligible to be reviewed for 1 point per educational day of attendance. IIMC only awards credit for education sessions during a conference. Business Meetings and other similar events do not qualify for certification points.

**5. IIMC Annual Conferences. 1 point per 2 educational hours.**

Location	Mo/Yr Completed	Hours	Est. Points	
				IIMC only

▶ IIMC Annual Conference points can be used for either Education or Experience points but individual conferences cannot be split between the two. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance. Transcripts were not provided until 2010.

**6. Teacher or trainer at an IIMC-recognized Institute, Academy or Municipal Clerks Education Program.**

1 point per 2 teaching/preparation hours for IIMC approved Institute or Academy programs  
**OR** 1 point per 4 teaching/preparation hours for a State/ National/ Provincial Education Program

Organization and Course Name	Mo/Yr Completed	Hours	Est. Points	
				IIMC only

▶ In the case of teaching, IIMC will accept a first-hand letter from you directly detailing the extent of your preparation for each presentation including the number of hours dedicated to preparation. Actual teaching time must be verified by the organization you taught for.

**7. IIMC, IIMC Foundation or Municipal Clerks Association/Subdivision Committee member. 1 point per year.**

Committee Name	Association	Dates of Service	Est. Points	
				IIMC only

▶ Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

**8. Unique-on-the-job performance or achievements outside of daily duties that benefit the profession or municipality. 1 point per 8 hours with a maximum of 12 points allowed in this category.**

<u>Performance / Achievement</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>



► IIMC must have written documentation from the organization in which you have performed the unique service for. This letter must outline details such as who, what, where, when, why and how. IIMC must be able to verify the number of service hours dedicated in order to review for points. No first hand documentation will be accepted.

**9. Personal accomplishments of educational benefit to the profession. 1 point per accomplishment.**

<u>Accomplishment</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>



► IIMC must have written documentation verifying your accomplishment. A letter from your municipality, Clerks Association or awarding organization verifying the educational benefit of this accomplishment is the best form of supporting documentation. No first hand documentation will be accepted.

**10. Officer in related professional associations. 1 point per year.**

<u>Position</u>	<u>Association</u>	<u>Dates of Service</u>	<u>Est. Points</u>



► Be sure that your supporting documentation for committee service outlines the specific month and year of your start and end dates for this service.

**11. Relevant college or university course credits not used for Education. 1 point per applicable credit unit.**

<u>Course Title</u>	<u>University</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>



► To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must relate to the Municipal Clerk's position. Courses that are not part of a conferred college degree must be completed after the achievement of your CMC Designation. A copy of official transcripts are required.

**12. Other applicable courses that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.**

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>



► Courses hosted by FEMA, Ed2Go, MindEdge, NAGARA, your municipality and other association programs are eligible for review in this category.

**TOTAL ESTIMATED PROFESSIONAL POINTS**

I hereby apply for Master Municipal Clerk (MMC) status with the International Institute of Municipal Clerks, and attest that the following statements and supporting documentation are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in the rescinding of my designation. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation (per Board approved policy), I must remain an active member of IIMC.

I hereby commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature:

Date:



IIMC All Things MMC



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

**THE IIMC EDUCATION DEPARTMENT WELCOMES YOU TO THE "ALL THINGS MMC" INFORMATIONAL SESSION**

IIMC Foundation

**Housekeeping**

- Please keep microphones muted unless called upon or it is the designated question time
- We would like to see your name and where you are from
- Many FAQs will be answered during the presentation, but feel free to use the Chat Box

zoom

Ashley DiBlasi ...

All Things MMC

349 views • Streamed live on Nov 30, 2020

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## UPCOMING CONFERENCES AND TRAINING OPPORTUNITIES

- August 4-6, 2021 – Fall Institute - Tuscaloosa
- November 3-5, 2021 – AAMCA Annual Conference – Orange Beach
- 2022 – IIMC Region III Conference – (hosted by Alabama)

# RESOURCES

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

Physical Address: 8331 Utica Avenue, Suite 200; Rancho Cucamonga, CA 91730

Phone: (909) 944-4162

Fax: (909) 944-8545

Hours: Monday through Friday - 8 a.m. to 5 p.m.

Website Address: [www.iimc.com](http://www.iimc.com)

Membership Services Representative: Tammy Storrie - [tammys@iimc.com](mailto:tammys@iimc.com)

Education Department:

(1) Kellie Siggson, Education Associate - [kellie@iimc.com](mailto:kellie@iimc.com)

(2) Ashley DiBlasi, Director of Certification and Conference Programs - [ashley@iimc.com](mailto:ashley@iimc.com)

YouTube ZOOM Presentations:

All Things CMC: <https://www.youtube.com/watch?v=pXVSZXPULU>

All Things MMC: <https://www.youtube.com/watch?v=dhXvDUMNqMM>

THE UNIVERSITY OF ALABAMA - COLLEGE OF CONTINUING STUDIES

Box 870388; Tuscaloosa, AL 35487-0388

Phone: (205) 348-2325

Kelsie Fendley, Institute Director/Program Coordinator - [kcfendley@ccs.ua.edu](mailto:kcfendley@ccs.ua.edu)

Jordan Todd, Program Assistant - [jhtodd@ccs.ua.edu](mailto:jhtodd@ccs.ua.edu)

Training website address: <https://training.ua.edu/municipal-clerks/>