



# Welcome to IIMC!



THINKING ABOUT CERTIFICATION? WE'VE GOT YOU COVERED!



## About Us

The International Institute of Municipal Clerks (IIMC) is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

Founded in 1947, the International Institute of Municipal Clerks is the leading professional association serving the needs of municipal clerks, secretaries, treasurers, recorders and other allied associations from cities and towns worldwide.

IIMC's primary goal is to actively promote the continuing education and professional development of Municipal Clerks.

IIMC's 14,500-plus members represent municipalities with populations ranging from 250 people to more than 10 million people in North America and 15 other countries.



## Board of Directors

IIMC is governed by a 26-member Board of Directors with 22 directors from IIMC's 11 regions and 4 Executive Committee Members.



## IIMC Annual Conference

Each year, through its Annual Conference, IIMC continues its tradition of offering an abundance of educational, information programs, and networking opportunities to help you manage your municipality in today's complex environment.



## Smartphone App

Download the IIMC Smartphone App for Apple and Android to have our entire conference in the palm of your hand. Click the icon above for more information.



# IIMC Certification



## Certified Municipal Clerk Designation (CMC)

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities across the globe. To earn the CMC designation, a Municipal Clerk must attend extensive education programs and also requires pertinent experience in a municipality. The CMC program prepares you to meet the challenges of the complex role of the Municipal Clerk by providing you with quality education in partnership with institutions of higher learning, as well as local Clerk Associations.

The CMC program has been assisting clerks to excel since 1970.

Currently, there are over 4,700 Certified Municipal Clerks worldwide!

## Education and Institute Guidelines

All IIMC approved education programs are structured around the content of the Board Approved Education and Institute Guidelines. The Education Department reviews every program that comes across our desks while wearing our "Guideline Hats." You are encouraged to familiarize yourself with these documents, however, we find that these can often be confusing and that a simple phone call or email exchange can clear up any confusion or questions right away.

Please do not hesitate to reach out to us with any questions! We love talking with our members!



### Step 1 - IIMC Membership

You must be an IIMC member for two years before you can become certified. There is no need to wait until you have fully met the two year membership requirement to begin the next steps in the application process. We encourage you to start now and are happy to help you map out a game plan if needed!



### Step 2 - Enrollment

The Application for Admission is your enrollment form into the CMC program. This is your way of saying "I'm in!" and telling IIMC that you are actively pursuing your certification. This also allows our department to verify that you are eligible for the certification and start a file for you.



### Step 3 - Request Your Credit

The Application for CMC Designation is your point request form and is how you show our department what you have been working on.

More information on this step can be found below.

**CALL US WITH ANY QUESTIONS (909) 944-4162**



# Step 3



## The Application for CMC Designation

This step is a biggie and deserves a more detailed explanation!

This application form is where you will document all of the Education and Experience that you have accrued to the best of your ability. Nothing is written in stone! This is also your way of showing us what we are looking at as we go through your stack of supporting documentation.

Keep in mind, that we will make adjustments to your application as needed or move things around if you placed them in the wrong category. We keep your best interest in mind when reviewing applications and make every attempt to utilize your materials in the most efficient way to save you time and your valuable training budget.

## Supporting Documentation

IIMC requires supporting documentation for each item you list on your application. We are unable to review or credit items that are not accompanied by documentation. IIMC requires three main things for each item to allow us to assess them properly. You must provide the following for any and all education programs:

### Proof of Attendance/Completion

Certificates, transcripts or letters from the hosting organization are the best forms of support.

### Program Content

What did you discuss while you were there? Agendas or brochures are great for showing content!

### Hours Completed

All educational points are based on the number of hours completed. Without hours, we have no way of calculating your points.

## So, I've submitted, now what?



### How Long Does It Take?

Review time is between 2 and 3 weeks once your package has been received. We review applications on a first come, first served basis.



### Status Update

Once your application has been reviewed, you will receive a congratulatory email if your requirements have been met, or a "Status Update" email letting you know how many points you have and what you still require.



### My Points Don't Match Yours

Call us! We are happy to go over your review over the phone. If u prefer, you can see our real-time availability and schedule a 30 minute appointment at a time that is convenient for you by using our calendar system. The best part? We call you, so you don't have to remember to call us!



# FAQ's



## CMC Fees

The total cost of the CMC designation is \$125.00. Keep in mind that this fee is outside of our IIMC Annual Membership Dues and any training costs that you may incur.



## Online Courses

Yes! We have hundreds of online learning opportunities under the "Education" tab at [www.IIMC.com](http://www.IIMC.com)



## Work Experience

All past and current work experience is eligible to be reviewed for Experience credit. Letters of Employment Verification are required.



## Financial Assistance

The IIMC Foundation offers both Scholarship and Grant opportunities for those actively pursuing certification. Ask our department for more information.



## College Degrees

All college work can be reviewed for CMC credit. Copies of official transcripts are required.

If we do not use your degree during your CMC process, you can save those for the MMC program down the road!



## Press Releases

IIMC will notify 3 government officials or news outlets of your choice in addition to your Institute Director, Local Association President, and Local Education Chair. Email addresses can be provided on your application.



## Continuing Education

Keeping your IIMC Membership active is the only requirement for maintaining your certification. Once your CMC has been achieved, you are encouraged to pursue life-long learning and explore the Master Municipal Clerk (MMC) Designation.



## E-Briefings and Newsletters

These weekly emails will contain any new certification information including newly approved online learning opportunities such as webinars.



## YouTube

IIMC has a great YouTube channel that has video tutorials to help you navigate through the IIMC website as well as an "All Things CMC" video.

- BEATRICE NEVAREZ  
RODRIGUEZ, ED.D -  
DIRECTOR OF PROFESSIONAL  
DEVELOPMENT  
[BEA@IIMC.COM](mailto:BEA@IIMC.COM)

- ASHLEY DIBLASI -  
DIRECTOR  
OF CERTIFICATION AND  
CONFERNECE PROGRAM  
[ASHLEY@IIMC.COM](mailto:ASHLEY@IIMC.COM)

- KELLIE SIGGSON -  
CERTIFICATION MANAGER  
[KELLIE@IIMC.COM](mailto:KELLIE@IIMC.COM)