



# ON TO THE MMC!

HERE'S EVERYTHING YOU NEED TO BECOME A  
MASTER MUNICIPAL CLERK



## 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.



## Committees

Now that you've been with IIMC for some time and have your CMC, consider applying for an IIMC Committee. We currently have 11 standing committees.

Committee service on the IIMC and local association level is eligible for certification credit.



## 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. Consider getting involved as a conference volunteer! Contact our department for more information.



## 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



## Master Municipal Clerk Designation (MMC)

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.

IIMC requires 60 Advanced Education points and 40 Professional Contribution points to fulfill the MMC point requirements. 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 2018, no materials dated prior to March of 2018 will be accepted towards the MMC designation.

The MMC program was initially created as the "Academy for Advanced Education" in 1980 and has evolved into the MMC program that you see today.

Currently there are over 1,300 Master 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 By Step Application Process



### Step 1 - CMC Certification

The CMC is a prerequisite to the MMC. You must hold a CMC in good standing and be an IIMC member in good standing.

Make sure you review the Education and Institute Guidelines as the MMC requirements are different than the CMC requirements.



### Step 2 - Enrollment

The Application for Admission is your enrollment form into the MMC 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 MMC 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.



# Step 3



## The Application for MMC Designation

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

This application form is where you will document all of the Advanced Education and Professional Contributions that you have accrued (since the achievement of your CMC) 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.

Also keep in mind that IIMC no longer awards credit for your time on the job when you get to the MMC level so letters of employment verification are not required.

## 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. You can see our real-time availability and schedule a 30 minute appointment by using our calendar system. The best part? We call you, so you don't have to remember to call us!



# FAQ's



## MMC Fees

The total cost of the MMC designation is \$400.00. 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)



## Professional Contributions

Remember - we no longer give credit for your time on the job. We now want to see what else you are doing outside of your traditional 9-5 job. How else are you serving the community or profession through your role as a Clerk?



## Financial Assistance

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



## College Degrees

Have a college degree and didn't apply it toward your CMC? Is it dated prior to your CMC? Either way, a completely unused college degree is the only thing that can be saved for the MMC program that is dated prior to the achievement of your CMC.



## 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 MMC has been achieved, you are encouraged to pursue life-long learning and explore other opportunities.

## 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 MMC" video which was captured using Facebook Live.

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