

## 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 [Enrollment Form](#) (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 visit our [CMC Program](#) page for information regarding the CMC Designation.

**Step #2:** To obtain the MMC will require 60 points of Advanced Education and 40 points of Professional points for **100** points total. **\*\*Please note that all materials to be reviewed for MMC credit must be completed after achieving your CMC. Review the MMC section of the Education Guidelines for more information.**

**Step #3:** Once you have met all the point requirements, submit the [Application for MMC Designation](#) along with supporting documentation for each item you list on the application using the <https://bit.ly/MMCDesApp> link to the IIMC Education Certification Portal. IIMC can only review materials submitted via this portal and will only review complete applications. Once received, the Education Department will place your submittal into the queue for review. The current review time is 5 – 6 weeks.

We are happy to discuss your application if you believe you have met or exceeded all the requirements to give you a firm assessment and accept supplemental documents.

**Step #4:** Once you have completed the point requirements for your MMC Designation and paid the fees, IIMC will send you a notification of your accomplishments via email with a digital certificate. A physical certificate and pin will also be mailed to you.

**Fees: The cost of the MMC certification is \$400.00. You have the option of paying this fee in full, upfront, or breaking it up into the following installments:**

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

Please get in touch with the Education Certification Department with any questions.