




IIMC Certification for Clerks

*City Clerks Association of California –
Nuts & Bolts*




March 1, 2012
Presented by
Joann Tilton, MMC



Certification and Continuing Education

- Why is continuing education important?
- Why seek certification?
- What do I have to do?
- What are my resources?

2



Why is continuing education important?

- Keep up with current law
- Keep up with best practices
- Remain competitive for promotion, salary and jobs
- Grow personally and professionally

3



Why seek Certification?

- A benchmark others are reaching for – remain competitive!
- Documents what you have achieved
- Demonstrates your commitment
- Those hiring and promoting are looking for "*professionals*"

4



More on Certification

- Those hiring and promoting KNOW what a CMC means!
- It's the right thing to do for yourself and your City
- It's not difficult, and you're doing it already...so why **NOT?**



5



What do I have to do?

- Submit an Application for Admission
- Download the CMC application form
- Plan your education path
 - ❖ IIMC Institute (TTC or LTC)
 - ❖ College
 - ❖ Experience
- Track what you do
- Achieve Certification – tell YOUR story!

6



What to Do?

- Investigate where education is available
- Check with your resources
- Apply for scholarships (CCAC, Divisions, IIMC)
- Justify and budget

7



What are my resources? Organizations and People

- IIMC
- CCAC and Divisions
- Colleagues
- Professional Development Director and Reps
- TTC and CEPO Institute Director
- Mentors

8



What are my resources? Programs

- IIMC Institutes
- IIMC Academy Programs
- IIMC Annual Conference
- State and Regional Conferences/Meetings
- College – Degrees & Certificate Programs
- Other Leadership Programs (Chamber, National Management Assn, etc)



9



Certification from IIMC

- What is IIMC?
INTERNATIONAL ASSOCIATION
OF MUNICIPAL CLERKS
- Are you already a Member? If not,
JOIN NOW!

10



Certified Municipal Clerk (CMC)

- IIMC Membership for two years
- 60 points for Education
- 50 points for experience
- Application, documentation, sponsor and fee

11



60 points in Education

- CEPO – Leadership Track for Clerks (LTC) – 60 points
- Technical Track for Clerk (TTC) – 60 points
- Bachelor's Degree in related field – 20 points
- Combination



12



CEPO – Leadership Track

- 3 six-day sessions
- Typically completed in three years
- 120+ hours of class time
- Montecito, California

13



Technical Track for Clerks (TTC)

- Series 100, 200, and 300
 - ❖ University of California in Riverside, CA

AND

- Pre-approved education sessions; or
- Series 400 and Nuts & Bolts

14




Municipal Clerk Certificate Program

- Developed by CCAC in partnership with San Joaquin Delta College (SJDC) in Stockton
- College-level, fully accredited, transferable courses
- For more information, check out this website: www.sjdccd.cc.ca.us

15

Examples of *Different* Workshops



Recurring:

- Nuts & Bolts (North, Central and South)
- New Law & Election Seminar (Dec)
- CCAC Annual Conference (April)
- CCAC One-Day Academy Session (April)
- IIMC Distance Education Coursework

16

Keeping Track

- Start a File Folder
- Keep agendas and annotated programs for conferences, workshops and meetings

Call on...

- Experienced mentors
- Professional Development Director/Reps

SOON TO BE ON-LINE!!!

17

Questions??

Joann Tilton, MMC
 209-456-8011
jtilton@ci.manteca.ca.us



18

The Nuts and Bolts of Professional Advancement
CCAC Nuts and Bolts 2012
Reference Documents

- ❖ IIMC Application for Admission
- ❖ CMC Application for Certification
- ❖ CMC Step-by-Step Process for CMC for Certification
- ❖ 2012 Calendar of Educational/Training Sessions
- ❖ CCAC Tracking Form
- ❖ Revised CCAC Tracking Sheet
- ❖ CCAC Scholarship Application & Policy
- ❖ CCAC Alternative Scholarship Application & Policy
- ❖ CCAC Orientation Newsletter
- ❖ Contact Information for Professional Advancement
- ❖ IIMC Education Guidelines



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: _____

APPLICATION FEES

* YOU MUST BE A MEMBER OF IIMC TO SUBMIT THIS FORM. *

The filing of this Application with IIMC is the first step in working towards the CMC designation or the MMC designation. The purpose of this application is to register the Applicant in the IIMC system, monitor his/her progress, and keep him/her informed of educational opportunities that IIMC institutes may offer. Upon the attainment of all necessary requirements for a designation, the Applicant completes an Application for designation with IIMC. There is a non-refundable application fee of \$50.00; however, it will be deducted from the fee for Application for the CMC or MMC Designation.

Applying for Entrance into: CMC MMC

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

IIMC Only

ID # _____

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 ↑ _____ Fax number ↑ _____

Method of Payment: Check Visa MasterCard American Express

Credit Card # ↑ _____ Expiration ↑ _____

Cardholder Name ↑ _____ Authorized Signature _____

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

\$50 Other amount \$ _____
Amount ↑

Office Use Only:
Membership Type: _____ Institute: _____ Application Fee Received: _____
Application Approved: _____

Office Use Only:
Membership Type: _____ Institute: _____ Application Fee Paid: _____



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 CMC DESIGNATION

Date: _____

*Please be sure to review the current Education Guidelines before submitting this Application to IIMC for review.

APPLICATION FEES

Please complete and submit Application for Admission with a fee of \$50.

IIMC Only:



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 ↑ Fax Number ↑

Media and/or Local Government Official to receive an email announcing your CMC Certification status (Optional)

Name	Title	E-mail Address

PLEASE CHECK EACH BOX AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED:

- I am currently a Municipal Clerk or Deputy Clerk.
- I am currently an active member of IIMC.
- I have been a member of IIMC for two years.
- I have included supporting documentation for 60 Education points and 50 Experience points.
- I have enclosed the \$100 application fee which includes a CMC pin and Certificate only.*
- I have enclosed \$135 application fee which includes CMC pin and Certificate mounted on a walnut plaque.*
- I have enclosed a letter of Verification of Employment:
- (Deputy) I have enclosed a letter from my Municipal Clerk verifying that I perform the duties which qualify for CMC Certification
- ▶ Please DO NOT staple documents when submitting.

*Those who have paid the fee for the Application for Admission shall subtract the \$50 entry fee from the total due. For example: CMC applicants who desire the Certificate and pin only will owe a grand total of \$100. The applicant has paid \$50 with the Application for Admission. The applicant will owe \$50 with their CMC Application for Designation. CMC applicants who desire the walnut plaque as well as their certificate and pin will owe a grand total of \$135. The applicant has paid \$50 with the Application for Admission. The applicant will owe \$85 with their CMC Application for Designation. Please contact IIMC Finance Department with any payment questions or concerns.

I hereby apply for Certified Municipal Clerk (CMC) status with the International Institute of Municipal Clerks, and attest that the following statements and presentations are accurate and true to the best of my knowledge. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation, I must be an active member of IIMC.

Signature _____ Date _____

ANY PERSON FOUND TO HAVE OBTAINED AN IIMC DESIGNATION UNDER FALSE PRETENSES WILL HAVE THEIR DESIGNATIONS RESCINDED.

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

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

- 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 (Excess Education points will be placed by the IIMC Education Department into the Experience section)

IIMC-approved Municipal Clerks Institute or Academy. 1 point per 2 in-class contact hours.

Program Title/ Location	Mo./Yr.	Hours	Est. Points	IIMC only:

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

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

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

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

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

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

Completion of an IIMC-approved State/National/Provincial educational course (with Course Review). 1 point per 4 hours of instruction.

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

IIMC Annual Conference ** . Up to 8 points per conference, for attending the four days of the conference.

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

IIMC Athenian Leadership Dialogue. 2 points each.

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

IIMC CD Rom Courses. 1 point each.

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

IIMC Online Courses. 3 points each.

Position	Mo./Yr.	Credits	Est. Points	IIMC only:

Note: IIMC cannot accept vendor courses, product demonstrations, marketing seminars, visits to buildings, political offices and establishments, historical sites, museums and the like.

*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 MMCA programs. Copies of college transcripts are required.

** 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.

▶ Be sure to enclose a copy of the certificate of completion from each Institute and a copy of official college transcripts.

TOTAL NUMBER OF EDUCATION POINTS

IIMC only:

EXPERIENCE (50 POINTS)

▶ Applicants must include supporting documentation for all experience and training claimed in this section.

WORK EXPERIENCE

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

Position	Dates of Service	Est. Points	IIMC only:

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

Position	Dates of Service	Est. Points	IIMC only:

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

Position	Dates of Service	Est. Points	IIMC only:

Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk. 2 points per year, 30 points maximum.

Position	Dates of Service	Est. Points	IIMC only:

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

Position	Dates of Service	Est. Points	IIMC only:

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

Position	Dates of Service	Est. Points	IIMC only:

▶ A letter of verification from the HR Department of each verifying the duration, scope, and nature of employment will serve to verify past and present employment.

MUNICIPAL CLERKS CONFERENCES

* 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.

Attendance at IIMC Annual Conferences * (up to 8 points per conference, for attending the four days of the conference).

Conference	Dates	Est. Points	IIMC only:

Attendance at municipal clerk related conferences (example: IIMC Regional, Municipal Associations, State Associations and Municipal League Conferences). 1 point per 4 hours or more hours in one day of attendance.

Conference	Dates	Est. Points	IIMC only:

CONTINUING EDUCATION

► Proof of completion is needed for all Continuing Education Courses

Completion of an IIMC-approved State/National/Provincial educational course (with Course Review). 1 point per 4 hours of instruction.

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

Satisfactory completion of IIMC-approved online education or self-study courses** (Points may vary). □

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

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.

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

** Online Education courses must be approved by the Director of Education and Research.

BUSINESS OR VOCATIONAL SCHOOL COURSES

Courses must relate to the Municipal Clerk's position. 1 point per 10 hours of training.

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

COLLEGE OR UNIVERSITY COURSES

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. Related fields include, but are not limited to: public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences. A copy of an official transcript of the courses used here MUST accompany this Application.

Relevant college or university course credits not used for education. 1 point per credit unit. □

Course	Organization	Month/Year Obtained	Est. Points	IIMC only:

TOTAL EXPERIENCE POINTS
 EXCESS EDUCATION POINTS APPLIED TO EXPERIENCE SECTION
 TOTAL APPLICATION POINTS

IIMC only:

I hereby submit my completed application for the CMC designation, and attest the preceding statements and supporting documents are

Signature: _____

CERTIFIED MUNICIPAL CLERK (CMC) STEP-BY-STEP PROCESS

Thank you for your interest in IIMC's Certified Municipal Clerk certification program. Here is a step-by-step process to assist you in completing your designation.

Step #1: You must be an IIMC member. The two-year IIMC membership confirms the commitment of the clerk to IIMC and its mission, and the profession at large. The candidate can take courses during the two-year IIMC membership period, however, the CMC certification will only be granted after the two-year IIMC membership period.

Please contact Tammy Schultz (tammys@iimc.com) Member Services Representative for more information or go to our website at www.iimc.com for more information.

Step #2: Please complete an Application for Admission, check the CMC box and submit to IIMC with fee. The purpose of the Application for Admission is to register the Applicant in the IIMC system, monitor his/her progress, and keep him/her informed of the educational opportunities that IIMC Institutes might offer. Please go to our website at <http://www.iimc.com/Education/Certification/CMC.shtml> for more information.

The fee for the Application for Admission is \$50 (fifty dollars) and is non-refundable.

Step #3: When submitting all supporting documents, please complete an Application for CMC Designation along with your fee. Please send them to our Education Department (fax, email or mail) for review. Upon receipt of your application and supporting documents, we will begin our review and inform you of your status (if incomplete you will be asked to send in additional information.). Application process time is 8-10 weeks. Please go to our website at <http://www.iimc.com/Education/Certification/CMC.shtml> for more information.

The Application for the CMC Designation is \$50 (fifty dollars) and is non-refundable. If desired, IIMC offers a plaque for an additional \$35 (thirty-five dollars).

Step #4: If you have completed the point requirements for your Certified Municipal Clerk Designation and paid the fees, IIMC will send you a notification of your accomplishments and your Certificate and Pin will be mailed to you.

- Application for Admission Fee \$50 (non-refundable)
- Application for CMC Designation Fee \$50 (non-refundable)
- Plaque Fee \$35 (optional)

Please contact Marilyn Sanzo, (marilyn@iimc.com) CMC Verification Specialist with any CMC questions or concerns.

Additional websites of interest:

Academic Affiliations: <http://www.iimc.com/Education/Profiles/Profiles.shtml>

IIMC Distance Learning Center: <http://www.iimc.com/DistanceEducation/index.asp>

**CITY CLERK ASSOCIATION OF CALIFORNIA
2012 Calendar of Educational/Training Sessions**

Session Dates: Starts Mid-January and ends late May 2012
Session Name: Municipal Clerk Certificate Program
Registration Costs: \$36/unit
Registration Deadlines: Opens – November 2011 and Closes – January 2012
Location: San Joaquin Delta Community College (Online program) at www.deltacollege.edu Business Department/Certificate Programs/Municipal Clerkship
Certification Level: CMC Candidates
Point Value: 1 experience point per credit unit. Check with your Mentor or call the IIMC Education Department.
CCAC Scholarship Deadline and Contact: N/A
Contact for Session: San Joaquin Delta Community College
Website: www.deltacollege.edu
Counselors (209) 954-5650 counselor@deltacollege.edu
Business Administration Counselor:
Grant Narita gnarita@deltacollege.edu

Session Dates: February 8-10, 2012
Session Name: CEPO Professional Development Series
*Master Municipal Clerk Academy (MMCA)
Registration Costs: **MMCA** \$1,100
Registration: Opens November/December 2011
Register online at www.cepoweb.com
Online course registration will be available.
Downloadable registration form will be available online
Location: Kellogg West Conference Center, Ponoma, CA
Certification Level: Geared toward the MMC Candidate, CMC Candidates will be accepted.
Point Value: 9.0 MMC Advanced Education and
9.0 CMC Education Points for the MMCA Program.
CCAC Scholarship Deadline and Contact: November 1, 2011
Prof. Dev. Dir.
Joann Tilton (209) 456-8011
jtilton@ci.manteca.ca.us
Contact for Session: Maureen Kane
(951) 789-8319
CEPOwithKane@aol.com

Session Dates: March 1-2, 2012
Session Name: Northern Nuts & Bolts Workshop
Registration Costs: \$175 (CCAC Member)
\$200 (Non-CCAC Member)
Registration: Opens mid-November 2011; deadline mid-February 2012
Location: Embassy Suites, Napa Valley
Certification Level: Entry Level and CMC Candidates
Point Value: 3.0 CMC Education or Experience Points

CCAC Alternative Scholarship Program Contact: Chair of Program
Evelyn Leach
(909) 596-8740
eleach@ci.la-verne.ca.us

Contact for Session: Dawn Abrahamson
(510) 284-4063
dabrahamson@ci.vallejo.ca.us

Session Dates: March 13-16, 2012
Session Name: TTC (Series 200)
Registration Costs: \$1280 (CCAC Member)
\$1320 (Non-CCAC Member)
Registration Deadlines: Mid-January 2012 until session is full
Location: University of Riverside Extension Campus,
1200 University Avenue
Riverside, CA
Certification Level: Entry Level and CMC Candidates
Point Value: 13.5 CMC Education Points

CCAC Scholarship Deadline and Contact: November 1, 2011
Prof. Dev.
Director Joann Tilton
(209) 456-8011
jtilton@ci.manteca.ca.us

Contact for Session: Maureen Kane
(951) 789-8319
TTCwithKane@aol.com

Session Dates: April 10, 2012
Session Name: Advanced Academy Session
Registration Costs: \$175
Registration Deadlines: Opens – January 2012
Location: Embassy Suites, Sacramento,
Certification Level: Geared toward the MMC Candidate
Point Value: 2.0 MMC Advanced Education, CMC Education or Experience Points

CCAC Scholarship Deadline and Contact: N/A

Contact for Session: www.californiacityclerks.org or
Registration Coordinator
Lucinda Williams, City of Fullerton
(714) 990-7757
lucindaw@ci.fullerton.ca.us

Session Dates: April 11-13, 2012
Session Name: CCAC Annual Conference
Registration Costs: \$375 Early Bird Rate
Registration Deadlines: Opens – January 2012
Location: Embassy Suites, Sacramento
Certification Level: CMC/MMC Candidates
Point Value: 4.0 MMC Advanced Education, CMC Education or Experience Points

CCAC Scholarship Deadline and Contact: One per division for first-time attendees. Watch CCAC Website and Official Word for Deadlines.
CCAC Past President
Randi Johl
(209) 333-6702
rjohl@lodi.gov

Contact for Session: www.californiacityclerks.org or
Registration Coordinator
Lucinda Williams, City of Fullerton
(714) 990-7757
lucindaw@ci.fullerton.ca.us

Session Dates: May 19-24, 2012
Session Name: 66th Annual IIMC Conference
Registration Costs: \$565
Registration Deadlines: Opens – December 2011
Location: Portland, Oregon
Certification Level: CMC/MMC/Recertification candidates
Point Value: 8.0 MMC Professional & Social Contribution,
8.0 CMC Education or Experience

CCAC Scholarship Deadline and Contact: N/A
Contact for Session: www.iimc.com

Session Dates: June 12-15, 2012
Session Name: TTC (Series 400)
Registration Costs: \$1280 (CCAC Members)
\$1320 (Non- CCAC Members)
Registration Deadlines: Mid-April 2012 until session is full
Location: University of Riverside Extension Campus,
1200 University Avenue
Riverside, CA
Certification Level: Entry Level and CMC Candidates
Point Value: 13.5 CMC Education Points

CCAC Scholarship Deadline and Contact: November 1, 2011
Prof. Dev. Director
Joann Tilton
(209) 456-8011
jtilton@ci.manteca.ca.us

Contact for Session: Maureen Kane
(951) 789-8319
TTCwithKane@aol.com

Session Dates: July 19 & 20, 2012
Session Name: Central Nuts & Bolts Workshop
Registration Costs: \$175 (CCAC Member)
\$200 (Non-CCAC member)
Registration Deadlines: Mid-July 2012
Location: Manteca, CA
Certification Level: Entry Level and CMC Candidates
Point Value: 3.0 CMC Education or Experience Points

CCAC Alternative Scholarship Program Contact: Chair of Program
Evelyn Leach
(909) 596-8740
eleach@ci.la-verne.ca.us

Contact for Session: Joann Tilton
Manteca City Clerk
(209) 456-8011
jtilton@ci.manteca.ca.us

Session Dates: Starts Mid-August and ends late December 2012
Session Name: Municipal Clerk Certificate Program
Registration Costs: \$36/unit
Registration Deadlines: Opens – June and Closes August 2012
Location: San Joaquin Delta Community College (online program)
at www.deltacollege.edu Business Department/Certificate
Programs/Municipal Clerkship
Certification Level: CMC Candidates
Point Value: 1 experience point per credit unit. Check with your
Mentor or call the IIMC Education Department.

CCAC Scholarship Deadline and Contact: N/A

Contact for Session: San Joaquin Delta Community College
Website: www.deltacollege.edu
Counselors (209) 954-5650 counselor@deltacollege.edu
Business Administration Counselor:
Grant Narita gnarita@deltacollege.edu

Session Dates: August 5-10, 2012
Session Name: LTC (Leadership Track for Clerks)
Registration Costs: \$2425 Triple occupancy. Cost Includes tuition, room and board, materials and facilities. (Subject to adjustment)
Registration Deadlines: Register online at www.cepoweb.com
Online course registration will be available.
Downloadable registration form is also available online.
Location: La Casa de Maria
800 El Bosque Road
Santa Barbara, CA
Certification Level: CMC/MMC Candidates
Point Value: 20.75 – 23.0 MMC Advanced Education,
20.75 – 23.0 CMC Education Points

CCAC Scholarship Deadline and Contact: June 1, 2012
Prof. Dev. Director
Joann Tilton
(209) 456-8011
jtilton@ci.manteca.ca.us

Contact for Session: Maureen Kane
(951) 789-8319
CEPOwithKane@aol.com

Session Dates: September 11-14, 2012
Session Name: TTC (300 Series)
Registration Costs: \$1280 (CCAC Members)
\$1320 (Non CCAC Members)
Registration Deadlines: Opens Mid-July until session is full
Location: University of Riverside Extension Campus,
1200 University Avenue
Riverside, CA
Certification Level: Entry Level and CMC Candidates
Point Value: 13.5 CMC Education Points

CCAC Scholarship Deadline and Contact: June 1, 2012
Contact: Prof. Dev. Director
Joann Tilton
(209) 456-8011
jtilton@ci.manteca.ca.us

Contact for Session: Maureen Kane
(951) 789-8319
TTCwithKane@aol.com

Session Dates: October/November 2012 (TBD)
Session Name: Southern Nuts & Bolts Workshop
Registration Costs: \$175 (CCAC Members)
\$200 (Non-CCAC Members)
Registration Deadlines: Mid October 2012
Location: Brea, CA
Certification Level: Entry Level and CMC Candidates
Point Value: 3.0 CMC Education or Experience Points
CCAC Alternative Scholarship Program Contact: Chair of Program
Evelyn Leach
(909) 596-8740
eleach@ci.la-verne.ca.us

Contact for Session: Lisa Pope
Malibu City Clerk
(310) 456-2489 x 228
lpope@ci.malibu.ca.us or

Jeffrie Madland,
Camarillo Deputy City Clerk
(805) 388-5315
jmadland@ci.camarillo.ca.us

Session Dates: November 28-30, 2012
Session Name: LOCC New Law & Election Seminar
Registration Costs: \$425 (subject to adjustment)
Registration Deadlines: October-November 2012
Location: San Jose (Tentative)
Certification Level: CMC/MMC Candidates
Point Value: 3.0 MMC Advanced Education, CMC Education or
Experience Points
CCAC Scholarship deadline and Contact: N/A
Contact for Session: www.cacities.org
League of California Cities Website

CCAC Tracking Form
Educational Hours Earned Toward IIMC Certification

Name: _____

<u>Name of Program</u>	<u>Date(s)</u>	<u>Number of Hours</u>	<u>Total Points</u>

I certify that I have completed the courses as outlined above:

Signature _____

Mentor

CCAC TRACKING FORM
Educational Hrs Earned Toward IIMC Certification
Effective January 1, 2010

ELIGIBLE PROGRAMS:

Education Points: Total of 60 points or 120 hrs

<u>Name of Program</u>	<u>Number of Hours</u>	<u>Total Education Points</u>
LTC (Leadership Track for Clerks CEPO)	43-46 hrs per 1-week session	43 hrs = 21.5 points (1 point per 2 hrs) 46 hrs = 23 points (1 point per 2 hrs)
TTC (Technical Track for Clerks)	27 hrs per 3 ½ -day session	13.5 points (1 point per 2 hrs)
CCAC Annual Conference	*13.5 hrs per conference**	1 point per 4 hrs
New Law & Election Seminar	*13.5 hrs per conference**	1 point per 4 hrs
Nuts & Bolts	12 hrs per 2-day session **	3 points (1 point per 4 hrs)
CCAC 1-day Academy Session	*8 hrs	8 hrs = 2 points (1 point per 4 hrs)
Bachelor's Degree or higher in Public Admin. or similar field***		20 points
Bachelor's Degree or higher in Unrelated field***		10 points
Associate of Arts Degree in Public Admin. or related field***		5 points
IIMC Annual Conference**		Up to 8 points per conference, for attending the 4 days of the conference
IIMC Athenian Leadership Dialogue		2 points each
IIMC CD-Rom Courses		1 point each
IIMC Online Courses		3 points each
IIMC Annual Conference Academy Sessions		2 points each

CCAC TRACKING FORM
Educational Hrs Earned Toward IIMC Certification
Effective January 1, 2010

The following may only be used on the experience side of the CMC application:

San Joaquin Delta Community College Municipal Clerk Courses	1 point per credit unit
Other Community College & University Courses, as approved	1 point per credit unit with no maximum
American Management Assn. Courses	1 point per 6-hrs of in class contact. Subject to review by IIMC. Submit coursework to IIMC for review prior to registration
CACEO Elections Workshop @ Stanford	1 point per 6-hrs of in class contact. Subject to review by IIMC. Submit coursework to IIMC for review prior to registration

*Total Number of Conference Hours may vary

** Any excess education points can be used as experience points, but **not** used for both. To be specific: IIMC Annual Conference, CCAC Annual Conference, New Law & Election Seminar, Nuts & Bolts Workshop, and CCAC 1-day Academy Session education points may be used for either Education or Experience points, but not both.

***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 MMCA programs. Copies of college transcripts **are** required.

All final decisions will be made by IIMC.

Questions: Email Emily Maggard at Emily@iimc.com

CMC STEP BY STEP PROCESS: <http://www.iimc.com/DocumentView.aspx?DID=367>



SCHOLARSHIP APPLICATION
CALIFORNIA MUNICIPAL CLERKS INSTITUTES
Technical Track for Clerks - TTC
CEPO Leadership Track for Clerks – CEPO/LTC
CEPO Master Municipal Clerk Academy – CEPO/MMCA

PLEASE PRINT OR TYPE

1. Name (last name first): _____

2. Title: _____

3. Business Address _____

City _____ Zip code _____

Agency _____

Direct Phone: _____ ext. _____ email: _____

4. Number of prior LTC sessions attended _____ Number of prior MMC sessions attended _____

Number of prior TTC sessions attended _____

5. Have you received a scholarship before?

No Yes If yes, what year? _____ What session? _____

6. Division: Northern Central Southern

7. CCAC member since: _____
(month/year)

8. Offices held in IIMC, CCAC, or Division

9. Served on the following Committees (identify if IIMC, CCAC or Division):

10. Check the appropriate box for the session you are applying for:

November 1st Deadline	
<input type="checkbox"/>	February MMCA Session
<input type="checkbox"/>	March TTC Session
<input type="checkbox"/>	June TTC Session

June 1st Deadline	
<input type="checkbox"/>	August LTC
<input type="checkbox"/>	September TTC
<input type="checkbox"/>	

If awarded, the scholarship should be paid to the order of _____

APPENDIX III - INSTITUTE SCHOLARSHIP POLICY
CALIFORNIA MUNICIPAL CLERKS INSTITUTES
CEPO LEADERSHIP TRACK FOR CLERKS (LTC)
CEPO MASTER MUNICIPAL CLERK ACADEMY – CEPO/MMCA
TECHNICAL TRACK FOR CLERKS (TTC)

The criteria for award of scholarships by the City Clerks Association of California (CCAC) are as follows:

1. Applicant must be a member of CCAC for one year at the time of attendance at the LTC or TTC training session.
2. Applicant must have attained a minimum of 30 points. If there is a tie in points, tie breaker factors will include the length of CCAC membership, seniority of position held, length of municipal service, and professional organization activity.
3. Scholarships will be distributed to those with the highest number of points, and then in descending order.
4. A limit of one scholarship per person per fiscal year (CCAC's Fiscal Year is November 1-October 31) will be awarded unless uncommitted monies remain for such requested second scholarship.
5. Scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure).
6. If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year (CCAC's Fiscal Year is November 1-October 31).
7. Deadlines for submitting applications are November 1 for the February, March, and June sessions, and June 1 for the August and September sessions.
8. Attendees will pay in advance for that portion which will be paid by CCAC. The Institute Directors will verify attendance at the sessions and notify the Professional Development Director. The Professional Development Director will notify the Professional Development Representatives and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities, as appropriate, directly for scholarships.
9. CCAC forwards all applications to the appropriate division for consideration of a scholarship from the division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Division levels.

MAIL, EMAIL, OR FAX YOUR APPLICATION TO STATE PROFESSIONAL DEVELOPMENT DIRECTOR ONLY. A COPY WILL BE SENT TO YOUR DIVISION PRESIDENT FOR YOU. THIS WILL AVOID DUPLICATION AND CONFUSION.

Mail to: Joann Tilton, MMC
CCAC Professional Development Director
City Clerks Association of California
c/o 1001 W Center Street, Manteca, CA 95337-4302
Fax: 209-923-9060

***Note: If you fax or email your application, there is no need to forward a copy via mail.**



APPLICATION FOR ALTERNATIVE SCHOLARSHIP PROGRAM

CCAC Nuts & Bolts

MMC (1-Day) Academy Sessions

IIMC Online Learning Institute Courses

PLEASE COMPLETE:

1. Name (last, first): _____

2. Title: _____

3. City of _____

Address _____

City _____ Zip Code _____

Phone: _____ Email Address: _____

4. CCAC Member since: _____ (month/year)

5. Number of Service Years as City Clerk, Assistant City Clerk, Chief Deputy or Deputy City Clerk (see criteria & attach separate page if necessary)

Local Government Positions Held	Municipality	From	To

6. Does your City Budget include funding for your education conferences, travel, training, etc? Yes No
If so, how much? _____

7. Current Membership in professional organizations:

CCAC Yes No Number of Years _____

IIMC Yes No Number of Years _____

8. Currently enrolled in or pursuing Certification/Recertification? Yes No

Certified Municipal Clerk (CMC) Date of Certification (mo/yr) _____

Master Municipal Clerk (MMC) Date of Certification (mo/yr) _____

Expected Date of Certification or Recertification _____

I understand my application will be evaluated by a subcommittee of the CCAC Professional Development Representatives and may then be submitted to the CCAC Board for final approval. I hereby attest that the information submitted on this application is true and correct to the best of my knowledge.

Signature

Date

RETURN COMPLETED APPLICATION TO:

Joann Tilton, CCAC Professional Development Director
c/o Manteca City Clerk's Office
1001 W Center Street
Manteca, CA 95337-4302

ALTERNATE SCHOLARSHIP PROGRAM CRITERIA

- 1. Applicant must be a full time Municipal Clerk or Deputy Clerk and have a minimum of one year service as an appointed or elected Municipal Clerk, Assistant, Chief Deputy, Deputy, or Clerk performing the duties commensurate to duties performed by a Municipal Clerk in any city in the State of California.**
- 2. Applicant must be a member in good standing of CCAC for one year at the time of attendance of the educational session.**
- 3. Scholarship applications will be considered and scholarships awarded based on the following applicant criteria:**
 - a) Those who are members in good standing of CCAC and IIMC and actively pursuing their CMC, Recertification, or MMC;**
 - b) The applicant's number of service years as a full-time City Clerk;**
 - c) The applicant's number of service years as a full-time Assistant, Chief Deputy, Deputy City Clerk, or Clerk as described above;**
 - d) Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.**
- 4. Awards will be granted on a FIRST COME, FIRST SERVE basis. A limit of one scholarship per person per fiscal year, not to exceed \$300, will be awarded.**
- 5. Scholarship funds may only be used for the CCAC Nuts & Bolts Workshop, MMC Academy sessions (similar to one-day academy sessions held prior to CCAC Annual Institute), or IIMC Online Learning Institute courses.**
- 6. If an attendee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year.**
- 7. The deadline for submitting an application is May 1.**
- 8. Attendees will pay in advance for their educational session. After verification that the educational session is completed and a receipt is submitted to the CCAC Professional Development Representatives (PDR) subcommittee, a member of the subcommittee will notify the Professional Development Director and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities directly, as appropriate, for a scholarship in an amount up to \$300.00.**

RETURN COMPLETED APPLICATION TO:

Joann Tilton
CCAC Professional Development Director
c/o Manteca City Clerk's Office
1001 W Center Street
Manteca, CA 95337-4302



Welcome to CCAC

1400 K Street, Suite 400 • Sacramento, CA 95814 • www.californiacityclerks.org

City Clerks Association of California

About CCAC

The City Clerks Association of California (CCAC), with over 900 members, is one of the most successful associations of its kind. Most CCAC members are active City Clerks, Deputy City Clerks, Assistant City Clerks, or those in similar professions.

CCAC was incorporated in 1977 to promote issues related to the City Clerk profession including the professional administration of the City Clerk's office, uniform standards for administering City Clerk duties, improved standards for efficiency by City Clerks, better municipal government through increased cooperation with other government officials, and legislation which supports the goals of the organization.

Each City has a primary voting member who may either be the appointed or elected City Clerk or any appointed Assistant or

Deputy City Clerk; each City designates by name and position, the primary voting member.

Assistant, Deputy City Clerks, and organizations whose functions are closely allied with functions of the City Clerk's office and professional persons in fields directly related to municipal government may be **associate members** of CCAC and have voting rights.

A former member of CCAC may become a **lifetime member** upon retirement if they have been a voting and/or associate member for a total of at least 10 years (at least 2 years of the 10 must have been as a voting member).

Affiliate member status may be approved by the Board of CCAC for a former voting or associate member who has left office and is not a lifetime member. The CCAC executive board may also

propose **honorary membership** to persons or organizations who have contributed to the improvement of the City Clerk Profession and are not eligible for other types of memberships.

The Officers of the Executive Board of the Association are the President, 1st and 2nd Vice Presidents, Recording Secretary, Communications Director, Treasurer, Legislative Director, Professional Development Director and Representatives, immediate Past President, the Chairs of each Division and three Trustees.

For more information visit our website at:

www.californiacityclerks.org



Volume I, Issue 1

Fiscal Year 2010-2011

Questions to be Answered

- *What is the City Clerks Association of California?*
- *Who does it serve?*
- *Why should I be a member?*
- *What is the City Clerks Department of the League of California Cities?*
- *What do all those abbreviations mean?*
- *Meetings, conferences, workshops, institutes*
- *How do I become a CMC? Master Clerk?*

Inside this issue:

<i>Institutes, Conferences, Seminars & Workshops</i>	2
<i>Abbreviations</i>	2
<i>League of California Cities— City Clerks Department</i>	2
<i>Certified Municipal Clerk</i>	3
<i>Master Municipal Clerk</i>	4
<i>2010-2011 Board of Directors</i>	4
<i>Websites / Scholarships</i>	4

Benefits of Membership in CCAC

CCAC members receive:

- Automatic membership in your Division — 45% of your CCAC membership dues are paid directly to your Division:

Northern City Clerks of California Association (NCCCA)

Central City Clerks of California Association (CCCCA)

Southern City Clerks of California Association (SCCCA)

- Discounted registration for conferences and workshops;
- Notice of new laws, and educational and employment opportunities;
- Eligibility for scholarships to California's Certified Municipal Clerk Institutes, Alternate Scholarship Program and other training;
- The *Official Word* newsletter; and
- Networking opportunities.

To become a member contact CCAC's 2nd VP Jamie Anderson (Yucca Valley Town Clerk).

Institutes, Conferences, Seminars, Workshops

• **CCAC Annual Conference** The Annual Conference is sponsored by CCAC and is held in April of each year. The location is generally in the home division of the serving CCAC President. Sessions include technical, professional and leadership topics. The April 2011 Conference will be held in South Lake Tahoe, California, April, 27-29, 2011. For more information go to www.californiacityclerks.org.

• **CMC/MMC Certification** California has two Institutes approved by the International Institute of Municipal Clerks (IIMC) which meet certification education requirements. Continuing Education for Public Officials (CEPO) is both a Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) Institute, currently focusing primarily on MMC. The Technical Tracks for Clerks (TTC)

is a CMC Institute.

• **CEPO** is a leadership-focused three-year program. One-week sessions are offered in August in Montecito (near Santa Barbara). Participants learn in a multi-disciplinary environment where concurrent curriculum choices are offered. Beginning February 2008, CEPO began offering a three-day annual MMC Academy session geared toward those working to obtain the MMC designation.

• **TTC** The "Technical Track for Clerks" presented in Riverside on the UCR Extension Campus is held each March, June and September from Tuesday through Friday. TTC provides a stronger technical focus in an all-Clerk classroom. For more information on CEPO or TTC, contact Institute Director Maureen Kane

at ttcwithkane@aol.com or call 951-789-8319. CEPO is featured at www.cepoweb.com.

• **New Law and Election Seminar** The New Law and Election Seminar is sponsored by the LCC, and is held in December each year typically in Monterey or Southern CA. The seminar is designed to present new laws of special interest to City Clerks that will become effective in January. Additional sessions are designed to assist City Clerks in the conduct of elections and other City Clerk related duties. For more information go to www.cacities.org.

• **Nuts & Bolts** Three Nuts & Bolts workshops are held each



(Continued on page 3)

What Do All Those Abbreviations Mean?

CCAC

City Clerks Association of California

CCCCA

Central Division, CCAC

NCCCCA

Northern Division, CCAC

SCCCCA

Southern Division, CCAC

LCC

League of California Cities

IIMC

International Institute of Municipal Clerks

CMC

Certified Municipal Clerk

MMC

Master Municipal Clerk

FPPC

Fair Political Practices Commission

CEPO

Continuing Education for Public Officials.

CEPO is California's certified municipal clerk institute.

TTC

Technical Track for clerks.

LTC

Leadership Track for Clerks

CACEO

California Association of Clerks and Election Officials. California City Clerks may be associate members of this organization which serves County Clerks, Clerks of the Board of Supervisors and Clerks of the Superior Court.

City Clerks Department of the League of California Cities

Membership in the League of California Cities is by City. The City Clerks Department of the League is one of many departments established for the various municipal functions.

Prior to 1994, CCAC and the City Clerks Department were separate entities with two sets of officers and bylaws. The two organizations merged so that there is one set of officers for both organizations, however there is still two different bylaws.

The CCAC President, 1st and 2nd Vice Presidents, Recording Secretary, and Legislative

Director also serve as members of the City Clerks Department of the League of California Cities. The Legislative Director also serves as a voting member of the Board of Directors of the League.

The purpose of the Department is to serve as a technical and advisory Department to the League, improve communications among City Clerks concerning legislative matters, encourage City Clerks to take an active role in proposing and supporting legislation, particularly in those functions administered by

City Clerks, and to cooperate with other League functional departments in promoting the purpose and goals of the League Constitution and bylaws.

The CCAC/Department President will appoint representatives to the League's Policy committees.



More Institutes, Conferences, Seminars, Workshops

(Continued from page 2)

year, one in the northern part of the state, another in the southern part of the state, and yet another in the central part of the state. All workshops last 1 1/2 days. CCAC sponsors these workshops which are designed for new City Clerks, deputies and other City Clerk office personnel to teach the "basic" functions of the City Clerk and its Office. For more information go to www.californiacityclerks.org.

• **San Joaquin Delta College** SJDC hosts an on-line City Clerk Certificate program. Participants can earn a certificate and also use units earned towards the CMC designation. For more information go to www.deltacollege.edu.

• **League of California Cities Annual Conference** The League of California Cities holds its annual conference in different locations each year during the month of September. Newly elected CCAC Board members are sworn into office at this meeting.

There are sessions designed for each department of the League including the City Clerks Department. For more information go to www.cacities.org.

• **Northern, Central, & Southern Divisions of CCAC** Each division of CCAC (NCCCA, CCCCA & SCCCA) holds business/educational meetings throughout the year

Certified Municipal Clerk (CMC)

The Certified Municipal Clerk (CMC) designation may be conferred on municipal clerks who have met the following criteria:

- Member of IIMC for at least 2 years (you do not have to be a member of CCAC to become a CMC, but you do have to be a member of CCAC to be eligible for a scholarship to attend a CMC Institute);
- Paid the required fees; and
- Completed educational and experience requirements (60 points in education + 50 points in experience).

Education points may be earned by comple-

within their individual geographic areas. The meetings are generally held bi-monthly. As a CCAC member you are automatically a member of your division. For more information go to www.californiacityclerks.org (see Division News)

• **IIMC Annual Conference** The 65th IIMC Annual Conference will be held May 8-10, 2011 in Nashville, TN. For more information go to www.iimc.com.

• **CACEO** The California Association of County Election Officials (CACEO) also conducts conferences that City Clerks, as associate members, may attend. For more information go to www.caelections.org.

Since attendance at these meetings and participation in the sessions, workshops, etc. may be counted for points towards CMC and MMC designations, **roll** may be taken or sign-in sheets required for proof of attendance. Save your registration and certificates of attendance to provide proof to IIMC of your attendance and completion of workshops, conferences, and institutes.

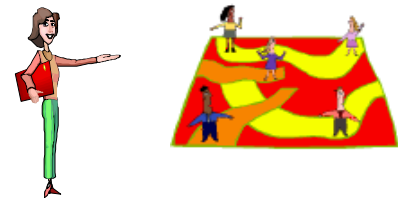
Conference Evaluations: Please complete evaluations at all training programs. Your opinions help organizers provide educational and professional development experiences that meet members' needs. Sign your name so planners may contact you to get specifics. Most programs contain a combination of technical, practical, professional, and leadership sessions to provide a broad-

tion of 120 hours (60 points) at CEPO or TTC. A lesser number of Institute hours may be combined with a bachelor's degree or higher in Public Administration or a related field (20 points), a bachelor's degree or higher in an unrelated field (10 points), or an associate of arts degree in Public Administration or a related field (5 points) to reach the 60 point requirement.

Experience points may be accumulated through administrative work experience, or attendance at municipal clerk conferences, continuing education, business or vocation school courses, or college or university courses.

Mentors

To assist its members who are seeking a CMC designation plan an educational path, CCAC recently developed a "mentor program." Interested persons may contact the Mentor Coordinator Lee Price, Retired San Jose City Clerk, to be assigned a City Clerk mentor who will review the educational options available and help the participants select the track best suited to their needs. For more information e-mail: flprice@gmail.com



Mentors assist Clerks and Deputies choose the best educational track for them on their way to becoming CMC's

"The CMC program is a set of standards developed by IIMC to assure competence in the performance of the basic duties common to Municipal Clerks in North America."

For specific information and applications for

CMC and MMC designations, contact the

IIMC Certification Coordinator

at (909)944-4162 or (800)251-1639

or visit www.iimc.com

2010-2011 Board of Directors

Randi Johl, MMC, President, Lodi
209-333-6702, rjohl@lodi.gov

Shirley Concolino, MMC, First Vice-President, Sacramento
916-808-7200, sconcolino@cityofsacramento.org

Jamie Anderson, MMC, Second Vice-President, Yucca Valley
760-369-7209, janderson@yucca-valley.org

Cindy VaWormer, CMC, Recording Secretary, Fort Bragg
707-961-2823, cvanwormer@fortbragg.com

Lucinda Williams, MMC, Treasurer, Brea
714-990-7757, lucindaw@cityofbrea.net

Mitzi Ortiz, CMC, Communications Director, Lathrop
209-941-7228, mortiz@ci.lathrop.ca.us

Dawn G. Abrahamson MMC, Legislative Director, Fremont
510-284-4063, dabrahamson@fremont.gov

Joann Tilton, MMC, Professional Development Director, Manteca
209-239-8417, jtilton@ci.manteca.ca.us

Margaret Wimberly, CMC, Northern Division Prof. Dev. Rep., Brentwood, 925-526-5182, mwimberly@ci.brentwood.ca.us

Pat Hammers, MMC, Southern Division Prof. Dev. Rep., Cathedral City, 760-770-0385, phammers@cathedralcity.gov

Dana Davidson, MMC, Central Division Prof. Dev. Rep, Merced
209-385-6231, davidsond@cityofmerced.org

Lorrie Brewer, MMC, Northern Division Chair, Mountain View
650-903-6399, lorrie.brewer@mountainview.gov

Lori Martin, CMC, Central Division Chair, Waterford
209-874-2328, cityclerk@cityofwaterford.org

Juana Laur, MMC, Southern Division Chair, Laguna Niguel
949-362-4300, jlaur@ci.laguna-niguel.ca.us

Nanci Lima, MMC, Central Division Trustee, Lemoore
559-924-6700, nlima@lemoore.com

Patrice Olds, CMC, Northern Division Trustee, Walnut Creek
925-943-5819, olds@walnut-creek.org

Kimberly Rodrigues, MMC, Southern Division Trustee, Agoura Hills
818-597-7303, kr Rodrigues@ci.agoura-hills.ca.us

Lisa Pope, MMC, Past President, Malibu
310-456-2489, ext. 228, lpope@ci.malibu.ca.us

Master Municipal Clerk

In contrast to the CMC program which recognizes education and experience in the City Clerk field, the MMC program requires continuing higher level education, professional involvement, and unique on-the-job achievements. 84 advanced education points are required. The 20 professional and social contribution points can be earned serving as a Board member of CCAC or its Divisions, participating as a member or Chair of committees, attending City Clerk conferences, and teaching/training at a municipal clerk education program.

For specific information and applications for CMC and MMC designations, contact the IIMC Certification Coordinator at (909) 944-4162 or (800) 251-1639 or visit www.iimc.com

Tips for New Clerks

Scholarships: IIMC's Education Foundation, CCAC and each of the divisions offer scholarships to assist with registration fees for municipal clerks and deputies for attendance at IIMC accredited institutes (TTC & LTC). Be sure to check each organizations' website or contact the CCAC Professional Development Director for more information.

Alternative Scholarship Program: An alternative scholarship program is offered by CCAC. This program offers scholarships for members to attend a CCAC Nuts & Bolts session, New Law & Election Seminar, MMC (one day) Academy session, or an IIMC Online Learning Institute Course. Be sure to check the CCAC website or contact the CCAC Professional Development Director for more information

Become Involved: Join City Clerk professional organizations. Participate in conferences, workshops, and institutes by offering to assist in event planning or serving as a session facilitator. Run for office.

Helpful Websites

There are several websites that can help City Clerks find information quickly.

iimc.com—International Institute of Municipal Clerks. Get information about the organization and the CMC and MMC programs.

californiacityclerks.org - The official Web-site of CCAC, including Division information.

cacities.org—League of California Cities. One of the most useful tools for City Clerks is the City Clerk listserv subscription that allows you to reach other Clerk subscribers.

fppc.ca.gov—Fair Political Practices Commission. Filing schedules, forms, workshop information, etc.

ca.gov is the Home Page for the State of Cali-

fornia. You can access events, bill information, publications, legislators, and California laws including the State Constitution, California Codes and the California Code of Regulations.



ss.ca.gov—California Secretary of State. Contains election and voter information, campaign and lobbying information. The archive section contains the Local Government Records Program.

caelections.org—The Web site for CACEO.

nationalnotary.org—National Notary Association. How to become a notary, state requirements, online supplies.

parliamentarians.org—National Association of Parliamentarians.

PROFESSIONAL ADVANCEMENT CONTACT INFORMATION

For Certification and Institute information:

City Clerks Association of California

Joann Tilton, MMC
Manteca City Clerk
CCAC Professional Development Director
jtilton@ci.manteca.ca.us
209-239-8417

Rebekah Barr, MMC
American Canyon City Clerk
CCAC Northern Division Professional Development Representative
rbarr@cityofamericancanyon.org
707-647-4352

Poonam Davis, MMC
Long Beach Bureau Manager, Elections
CCAC Southern Division Professional Development Representative
poonam.davis@longbeach.gov
562-570-7479

Dana Davidson, MMC
Merced Assistant City Clerk
CCAC Central Division Professional Development Representative
davidsond@cityofmerced.org
209-385-6834

TTC and CEPO-LTC

Maureen Kane, Institute Director
TTCwithkane@aol.com
CEPOwithkane@aol.com
951-789-8319

Lee Price, MMC
San Jose City Clerk
CCAC Mentor Coordinator
flprice@gmail.com

International Institute of Municipal Clerk

Jennifer Ward
Associate Director of Education
jward@iimc.com
909-944-4162

Ashley Carroll
CMC Verification Specialist
Ashley@iim.com
909-944-4162

Colleen Nicol, MMC
Riverside City Clerk
IIMC Region IX Director
cnicol@riversideca.gov
951-826-5557

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS EDUCATION GUIDELINES

MISSION STATEMENT

(Pending approval at the Annual Business Meeting May 27, 2010)

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

EDUCATIONAL PHILOSOPHY

The primary purpose of the International Institute of Municipal Clerks (IIMC) is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are important to every member and that educational needs are diverse throughout the world. The educational philosophy of “No Clerk Left Behind” remains in the forefront as IIMC offers extensive educational programs and courses through a variety of methods, including University and College based Institutes, IIMC-approved Institutes, State/Provincial/National Associations, International study and exchange programs, on-line courses, publications, networking opportunities and annual conferences. IIMC values its affiliations with Municipal Clerk Associations and sponsoring educational institutions. IIMC provides members with certifications, earned through participation in educational programs and involvement in a variety of professional development activities. These certifications include the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success.

IIMC promotes life-long learning, skill development and public service and fosters a spirit of mutual assistance and goodwill among Municipal Clerks around the globe. It continually works to advance leading practices in professional and personal development, creates opportunities for its diverse membership to engage in training and development activities and programs, and supports education programs that enrich the knowledge, practical abilities, and professionalism and leadership skills of its members.

PROFESSIONAL CERTIFICATIONS

IIMC has a program of professional certifications intended to increase the development of its members through continuing education. IIMC’s professional designation programs, the Certified Municipal Clerk (CMC) and the Master Municipal Clerk (MMC) are designed to raise the standards of the Municipal Clerk profession and provide the opportunity for further recognition by governmental authorities and the public. These certifications are bestowed on Municipal Clerks after completion of advanced education and professional contributions.

THE EDUCATIONAL PARTNERSHIP

To achieve its educational goals, the International Institute of Municipal Clerks (IIMC) partners with 45 Universities, Colleges and select affiliates, in cooperation with State/Provincial/National Associations and IIMC staff. This unique partnership contributes to the success and longevity of the quality of education that has been delivered to IIMC members for many decades. IIMC combines its resources with the resources of its two partners at the state and institute levels to achieve greater efficiency, effectiveness, and relevance for its members.

CERTIFIED MUNICIPAL CLERK (CMC) DESIGNATION

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State/Provincial/National Associations. The CMC program has been assisting clerks to excel since 1970.

All points shall be earned according to the provisions of the IIMC Education Guidelines.

Membership Categories:

- Full Member/Additional Full Member - Can work towards either designation
- Associate Member - Does not qualify for full membership, and cannot become a Certified Municipal Clerk or a Master Municipal Clerk, as they do not meet 4 of the 8 core duties. They may, however, attend conferences and courses as they desire.
- Retired Members - May continue to work on either designation.

In order for IIMC to recognize a Certified Municipal Clerk (CMC) designation, membership must be current.

Supporting documentation must be included with each CMC Application for Designation towards the CMC designation.

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 from the IIMC-approved Institute/Academy
- A letter of reference 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

Note: If unsure about what kind of supporting documentation is acceptable, please contact the IIMC the Education Department.

IIMC cannot accept:

- A first person letter
- A document from a relative or spouse of the applicant
- Incomplete documentation

Note: Points earned in prior to the accrual of the CMC designation may not be used towards the MMC designation.

More information regarding IIMC programs can be found at www.iimc.com, or by contacting the Education Department directly.

IIMC is unable to send, mail, copy, or otherwise disseminate any Applications and/or supporting documentations once received.

The following are the requirements for obtaining the CMC designation:

1. Be a clerk or a deputy clerk or perform the duties as defined by IIMC.
2. Be an active member of IIMC for two years
3. Affirm and practice the IIMC Code of Ethics.
4. Submit the Application for Admission along with the \$50 non-refundable Application fee (applicable towards the total \$100 certificate only or \$135 certificate and plaque fee).
5. Complete and submit an IIMC Application for CMC designation with required supporting documentation and fee.
6. Perform the core duties of a municipal clerk by serving a Legislative Government Body (LGB) in an administrative capacity with management responsibilities, which would include four (4) of the following:
 - a. General Management
 - b. Records Management
 - c. Elections
 - d. Meeting Administration
 - e. Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
 - f. Human Resources Management

- g. Financial Management
 - h. Custody of the official seal and execution of official documents
7. Deputy clerks must perform at least four (4) of the eight (8) core duties.
 8. Attain sixty (60) points in the Education category.
 9. Attain fifty (50) points in the Experience category.

Credit earned while a CMC designee awaits nothing but the fulfillment of the two-year IIMC membership requirement for the receipt of the CMC designation, may be counted towards the MMC requirements.

Education requirements for the CMC candidates

Education Points (Total of 60 points required)

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 similar field*	20
A Bachelor's degree or higher in an unrelated field*	10
Associate of Arts degree in Public Administration or related field*	5
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, for attending the four days of the conference
IIMC Athenian Leadership Dialogue	2 points each
IIMC CD-Rom Courses	1 point each
IIMC Online Courses	3 points each
IIMC Annual Conference Academy Sessions	2 points each

*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 MMCA programs. Copies of college transcripts are required.

** 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.

Experience Requirements for CMC Candidates

CMC Experience Component (total of 50 points required)

Work Experience	Total points
Full-Time municipal or deputy clerk with administrative responsibility	4 per year maximum 40 points
Part-time municipal or deputy clerk with administrative responsibility	2 per year maximum 40 points
Part-time municipal or deputy clerk with no administrative responsibility	1 per year maximum 30 points
Other full-time administrative positions in local government prior to becoming a municipal or deputy clerk	2 per year maximum 30 points
Administrative position in federal, state or provincial government	1 per year maximum 30 points
Administrative position in business	1 per year maximum 30 points

CMC Experience Component -- Municipal Clerks Conferences

Conference Attendance	Total points
Attendance at IIMC Conferences*	Up to 8 points per conference, for attending the four days of the conference
Attendance at municipal clerk related conferences. Example: IIMC regional, municipal associations, state associations and municipal league conferences	1 per 4 or more hours in one day of 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 Distance Education or self-study courses**	May vary with course
Misc. courses (that have not gone through the Course Review process), approved on the list of appropriate subjects	1 point per 6 hours
IIMC Study Abroad Program	Points vary by program

CMC Experience Component --Business or Vocational School Courses

Business or Vocational Courses	Total points
Courses must relate to the municipal clerk's position	1 point per 10 hours of training

CMC Experience Component --College or University Courses

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

- * 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.
- ** Distance Education courses must be approved by the Director of Education and Research.

MASTER MUNICIPAL CLERK (MMC) DESIGNATION

The Master Municipal (MMC) is the second of the two professional designations offered by IIMC. To qualify for entrance into the MMC program, an applicant must have already earned the CMC designation. The MMC program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and advanced educational component, a professional and social contribution component. MMC applicants must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

The educational requirements for the MMC are more complex and at a much higher level than those of the CMC program. The subject matters might be similar to those of the CMC courses; however, the breadth and depth of the MMC courses shall be more academically advanced. The IIMC Education Department can always assist in determining the level of any course.

All points shall be earned according to the provisions of the IIMC Education Guidelines.

Membership Categories:

- Full Member/Additional Full Member - Can work towards either designation
- Associate Member - Does not qualify for full membership, and cannot become a Certified Municipal Clerk or a Master Municipal Clerk, as they do not meet 4 of the 8 core duties. They may, however, attend conferences and courses as they desire.
- Retired Members - May continue to work on either designation.

In order for IIMC to recognize a Master Municipal Clerk designation, membership must be current.

Supporting documentation must be included with each MMC Application for Designation towards the MMC designation.

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 from the IIMC-approved Institute/ Academy
- A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance.
- A copy of official college transcripts
- Certificates/letters of appreciation for committee work

Note: If unsure about what kind of supporting documentation is acceptable, please contact the IIMC's Education Department.

IIMC cannot accept:

- A first person letter
- A document from a relative or spouse of the applicant
- Incomplete documentation
- Documentation dated prior to the CMC designation, or if applicable, prior to CMC Recertification or the last Level obtained.

More information regarding our programs can be found at www.iimc.com, or by contacting the Education Department directly.

IIMC is unable to send, mail, copy, or otherwise disseminate any Applications and/or supporting documentations once received.

The following are the requirements for obtaining the MMC designation:

1. Hold a CMC designation in good standing.
2. Be an active member of IIMC.
3. Reaffirm IIMC's Code of Ethics.
4. Complete and submit the Application for Admission, along with the non-refundable application fee of \$50 (applicable towards the total \$400 fee).
5. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and appropriate fees.
6. Attain 60 points in the Advanced Education category.
7. Attain 40 points in Professional and Social Contributions category, 20 of which can be a Combination of Advanced Education and/or Professional and Social points.
8. 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.

Advanced Education Requirements for MMC Candidates

Advanced Education Points (60 points)

Education	Total Points
1. Completion of an IIMC- approved Academy program	1 point per 2 in-class contact hours
2. A Bachelor's degree or higher in Public Administration or a similar field*	20
3. A Bachelor's degree or higher in an unrelated field*	10
4. Associate of Arts degree in Public Administration or a related field*	5
5. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)	7
6. Completion of a professionally-related seminar or course through local State Association	1 point per 4 hour in-class contact hours (with Course Review)
7. 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.
8. IIMC Annual Conference education***	up to 8 points per conference, for attending the four days of the conference
9. Professionally-related seminars in approved subjects	1 point per 6 in-class contact hours
10. Athenian Leadership Society Dialogues	2 points each
11. Distance Education Courses****	3 points for IIMC course; 1 point per 6 hours for all other organization courses
12. IIMC CD-Rom Courses	1 point each
13. IIMC Online Courses	3 points each
14. IIMC Annual Conference Academy	2 points each

Sessions	
15. 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 MMCA programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

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

*** IIMC Annual Conference education points shall be used for either Advanced Education or Professional and Social Contribution points not both. Points used for the MMC designation shall not be used for any other purposes. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

**** Advanced Education points for the MMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

Note: Those who have completed the CMC Recertification program may add 20 points of Advanced Education, and may use Advanced Education dated after the Recertification designation. Please contact the Education Department with questions.

Professional and Social Contribution Requirements for MMC Candidates

***Please note that in addition to the 20 required Professional and Social points needed, MMC candidates must also complete 20 Combination points, which may come from either Advanced Education or Professional and Social Contributions- 40 total points needed.**

Professional and Social Contributions (40 points)

Professional and Social Contributions	Total Points
1. Member of the IIMC Board of Directors	2 per year
2. Chairperson of an IIMC or Municipal Clerks Association Committee	2 per year
3. Officer or trustee of a Municipal Clerks Association or subdivision	2 per year
4. Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference, or Municipal League Annual Conference	1 per 4 hours, or 1 day of attendance
5. Registration and attendance at an IIMC Annual Conference*	Up to 8 points per conference, for attending the four days of the conference
6. 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.
7. IIMC or Municipal Clerks Association Committee member	1 per year
8. Unique on-the-job performance or achievements that benefit the profession or community at large	2 per year
9. Personal accomplishments of educational benefit to the profession	2 per year
10. Officer in a related professional association	1 per year
11. Relevant college or university course credits not used for Education. 1 point per credit unit ***	1 point per credit unit

* IIMC Annual Conference education points shall be used for either Advanced Education or Professional and Social Contribution points not both. Points used for the MMC designation shall not be used for any other purposes. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

** Teaching and Training credit may be used in either Advanced Education or Professional and Social, but not for both.

**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.