

International Institute of Municipal Clerks

EDUCATION PROGRAMS, CERTIFICATION AND RECERTIFICATION GUIDELINES

May 2008

For purposes of these Education Guidelines, the following words and acronyms will apply:

Association – State/Provincial Clerks Association

Certificant – The holder of a certificate

CMC – Certified Municipal Clerk

CPRP - Course and Program Review Process

IIMC – International Institute of Municipal Clerks

Institute – The umbrella organization that hosts the programs for the CMC, the MMC designations, and the CMC Recertification

MMC – Master Municipal Clerk

MMCA – Master Municipal Clerk Academy

Program – A set of classes about a particular subject; in this case the Certified Municipal Clerk designation, the Master Municipal Clerk Academy, and the Recertification Programs.

PR/C – Program Review & Certification Committee

INTRODUCTION

These Education Programs, Certification and Recertification Guidelines, hereinafter referred to as “Education Guidelines” contain procedures, policies and standards that govern the current education programs, certification, and recertification processes at the International Institute of Municipal Clerks (hereinafter referred to as IIMC). These Education Guidelines supersede all previous IIMC education policies and guidelines unless explicitly stated in these Education Guidelines.

They explain IIMC’s current philosophy and assumptions underlying the design, management, monitoring and maintenance of its approved educational programs.

They explain the mechanisms that IIMC uses for educational, administrative, and financial quality control of its educational programs. They further explain the procedures and policies concerning the course and program review processes.

Historically, IIMC approved institute programs have been reviewed and approved annually as a condition of continued IIMC approval. The process has evolved through time, but the purpose of review and approval has remained the same: to assure course, program, and institute compliance with IIMC standards of quality and excellence.

EDUCATIONAL PHILOSOPHY OF IIMC

The primary goal of IIMC is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, recertification, publications, networking, annual conferences and research. IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe.

To achieve its educational goals, IIMC has formed strategic alliances with more than 40 fine institutions of higher learning. Each of these institutions works in tandem with the IIMC staff and the local clerks. The unique triangular design (i.e. the university sponsorship, resources and input provided by the local clerks, and the resources of IIMC) of each IIMC approved institute has contributed to the success and longevity of the alliance and the quality of education delivered to the local IIMC members for many decades. These on-land institutes are the educational backbone of IIMC and will remain as such.

It would be ideal to address the educational needs of every clerk in the world through an on-land IIMC approved institute; however, there are many locations that lack the necessary population density to sustain a successful on-land institute. In pursuit of continuing their education, some IIMC members travel to adjacent states/provinces and enroll in IIMC approved institutes. Those institutes provide quality educational programs; however, they lack state/provincial-specific continuing education and training for the “traveling” clerks. Moreover, travel time and expense are strains on the budget of the municipality. IIMC serves those clerks who have little or no access to an on-land institute by using appropriate technology.

The latter part of the 20th Century witnessed the pervasive use of computers and the Internet at an amazing speed, which has transformed the workflow drastically. The 21st Century will witness an unpredictable sociopolitical change, unprecedented technological innovation and uncertainty about our personal and professional lives.

The digital network is no longer a means of sending and receiving email messages and looking at websites; it is the source of transformational changes for villages, towns, cities, state/provincials, countries, and the world at large. Changes have taken place that are more profound than that which resulted from the introduction of ships, railroads, automobiles, and telephone to name just a few.

Engaging transformational change and renewal in positive and proactive ways are major challenges facing municipal clerks now and in the future. Today's world calls for a clear vision, imagination, risk-taking, critical thinking and openness to new possibilities for clerks and their communities.

IIMC believes that the primary source of personal and professional effectiveness for municipal clerks engaging uncertainty with confidence and competence is continuing education coupled with professional training and development. Furthermore, the complex challenges facing local governments worldwide, the rapid generation and replacement of new knowledge and increased public attention to issues affecting their lives, require that clerks continually access the widest possible range of quality learning resources and opportunities.

It is clear that professionalism is necessary in municipal government. A professional is an individual who brings certain tangible and intangible skills to his/her work. It is a person whose values, skills, goals and practices openly exhibit his/her attitude towards the profession. Professionals not only carry out their tasks, they ask what more they can contribute toward the common good. Professionals continuously work on improving their skills and knowledge to make them better at what they do.

Over the years, the position of Municipal Clerk has changed dramatically as the role of government in our daily lives has grown and evolved. No longer is the municipal clerk solely the Council Secretariat and the keeper of the public record. Those functions are still vital aspects of the job. However, now the municipal clerk is a member of the management team, a policy advisor, a community leader and a key player in the democratic process. The Mayor, Council and citizens of our communities have come to rely on the municipal clerk as a primary source of knowledge and information about government. They have come to rely on the municipal clerk as a professional.

To that end, IIMC strongly endorses and supports ongoing member participation in both traditional, non-traditional, new and innovative educational programs and the maximum use of educational technologies and delivery systems best suited to individual learning needs and service requirements of their communities. IIMC especially encourages the pursuit of formal college and university degree programs and a broad liberal arts education.

While the forces of change have transformed public life and the world of the municipal clerk, IIMC's education goals remain the same: pursuit of excellence in municipal clerk education and training in the public interest.

THE TRIANGULAR EDUCATIONAL PARTNERSHIP

To achieve its goal of delivering first-rate educational programs to the municipal clerks, IIMC has partnered with state/provincial associations of municipal clerks and local reputable institutions of higher learning in the past several decades. In this unique triangular educational partnership, IIMC combines its resources with the resources of its two partners at the local level for achieving greater efficiency, effectiveness, and relevance.

Each partner plays a pivotal role in providing quality education for those clerks who are IIMC members. The process usually starts with the state/provincial association of clerks, which on behalf of the local clerks contacts IIMC and expresses its desire to establish an IIMC Institute in the state/province by submitting a proposal. The IIMC Approved Institute serves as an umbrella organization that hosts one or more of IIMC programs (e.g., CMC Designation, MMC Academy, and CMC Recertification). An essential part of the proposal is a signed agreement between a local accredited university and the association in which the university agrees to sponsor and host the institute and follow the Education Guidelines of IIMC in establishing and managing the Institute.

IIMC collaborates with the state/provincial association and the university by providing appropriate information regarding requirements for the Institute, its programs, and the approval process. IIMC reviews the proposal and the supporting documents and if it deems it appropriate, it approves the Institute. The approved IIMC Institute and the association regularly inform IIMC of the state of the Institute through a formal reporting mechanism. In essence the creation and management of the IIMC approved Institute are manifestations of the triangular educational partnership and the way it operates.

The IIMC Approved Institute

The process of creating an IIMC approved Institute starts with the state/provincial association. In order to establish an approved IIMC Institute, each state/provincial association should form an Education Committee consisting of at least five (5) clerks, one of whom will be the State/Provincial Education Chair. All members of the Committee must be active or retired participating members of both IIMC and their State/Provincial Association. The Committee should have at least two (2) members who are actively pursuing their CMC designation and who will attend the Institute; and at least two (2) members who are actively pursuing their MMC designation and must attend the Institute. The remaining members may be recruited from the at-large membership of the State/Provincial Association who have interest in the education programs.

The Education Committee shall seek and obtain the sponsorship of an accredited university or an accredited four-year college and enter into an agreement in which the university or college shall sponsor and host the Institute and follow the Education Guidelines of IIMC in establishing and

managing the Institute. The agreement with the university or college shall be signed by an appropriate university official at the level of Dean or higher. The signing and execution of the agreement shall be a part of the prerequisites for IIMC approval of the institute and all of its programs. As a part of this agreement, a member of the university is selected as the Institute Director.

According to the university sponsorship agreement, the Institute Director shall be the representative of the university in executing that agreement and shall serve as the educational and administrative leader of the Institute. The university sponsorship is of paramount importance to the partnership. IIMC firmly believes it is in the best interest of the IIMC and the municipal clerk profession that IIMC-approved certification Institutes and programs are sponsored, administered and conducted by a fully accredited university or an accredited four-year college.

At a time when the profession is being challenged and is undergoing substantial change, it is imperative that its credentials be supported by the full faith and reputation of institutions of higher learning. Universities and colleges provide independent environments that ensure program quality and stability, pedagogy and research capabilities, and the educational resources and support needed to deliver a first-rate education.

The State/Provincial Education Committee and the Institute Director shall jointly write a comprehensive proposal based on the requirements of the IIMC Education Guidelines, which will encompass the structure, the mission, the goals and objectives, and the educational programs of the Institute. The Institute Director shall serve as the point person in writing the proposal for creating an Institute as stipulated by the IIMC Education Guidelines.

The Proposal for Creating a New Institute

The State/Provincial Education Committee and the Institute Director who wish to form a new Institute shall write a proposal, which shall include the following:

1. Executive Summary
2. Introduction and Mission
3. Institute Purpose and Goals
4. A copy of an agreement of sponsorship with an accredited university or an accredited four-year college in which the university or college agrees to design, deliver, and manage all aspects of the Institute and its programs according to the IIMC Education Guidelines. This agreement shall be signed by a university official at the level of Dean or higher.
5. A brief bio of the Institute Director
6. Brief bios of instructors and their areas of expertise
7. Institute Programs
8. Program Description
9. Program Objectives
10. Program Outcomes
11. Description of the Program Outcomes Assessment Methods and Tools and How They Are Used. (Testing is required in all IIMC programs.)
12. Teaching and Learning Methods

13. Teaching and Course Evaluation Methods
14. Program Evaluation and Reporting
15. Program Schedule and Arrangements
16. Proposed Curricula for the Institute Programs Based on Sample Curricula in the IIMC Education Guidelines.
17. Curriculum Schedule Year-by-Year for Each Program.
18. List of host organizations
19. Proposed CMC Institute and MMC Academy Certificates
20. Institute Budget
21. Supplementary materials, program descriptions and other supporting documentation the association or institution believe will strengthen the application and enhance the program's quality and value to Clerks. A sample proposal may be requested from IIMC

The State/Provincial Education Committee Chair must submit the proposal, a filing fee of \$300, and a cover letter to the IIMC Director of Education and Research for review and approval. The Director of Education and Research will forward the proposal with his/her comments to the members of the Program Review and Certification Committee for their review and comments. The Program Review and Certification Committee will forward the proposal and the comments to the Director of Education and Research who will notify the State/Provincial Education Committee Chair of the results. If there are deficiencies or more information is needed, the Director of Education and Research will work with the State/Provincial Education Committee Chair to address them.

During the first four years, the Director of Education and Research will forward a copy of the Annual Update or Annual Report of the new Institute and his/her comments to the Program Review and Certification Committee for review and comments. During the same period, he/she will inform the Committee of major developments and if there is a need for improvement, it is communicated to the Committee. If necessary, the Director of Education and Research will call for a review of the Institute by all members of the Committee.

Existing Institutes

As the Institute is formed, the State/Provincial Education Committee, the Institute Director, and IIMC will collaborate to offer courses and programs. To save time, effort, and money, and to be a proactive partner, IIMC has established a Course and Program Review Process (CPRP) in which the Institute and Education Committee consult with the IIMC Director of Education and Research in designing a course or a program prior to its launch as opposed to sending the documents to him/her for review and approval after the launch. The main reasons for the Course and Program Review Process include:

1. In this collaborative process, the quality or the lack thereof will be determined prior to the launch, and if there would be a need for improvement, it would be communicated to the Institute and the Education Committee in a timely manner.
2. The collaborative process provides a healthier environment to assure that IIMC standards of educational quality are met.

3. In this process, the allowable number of hours and points are determined prior to the launch of a course or a program, which will avoid any confusion or ambiguity.
4. The collaborative and proactive process provides for the exchange of ideas and suggestions for improvements in courses, programs, and standards.

Requirements for Course and Program Review for IIMC educational points or hours for all programs include:

1. The education points or hours are only awarded to those courses, seminars, symposia, conferences, and similar programs that result in educational and scholarly exercises and experiences.
2. At a minimum, they shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. Evidence of the appropriateness of the credentials or expertise must be presented in the form of a brief bio.
3. The purpose of the course: the instructor will briefly determine the purpose of the course by writing a one, two, or three sentence description of the overall purpose of the course.
4. List of major topics covered in the course: the instructor will list the major topics that will be discussed in the course.
5. Learning outcomes: the instructor will determine the expected outcome of the course upon its completion by writing a one, two, or three sentence description of the useful knowledge/experience that the student will take away by attending the course.
6. Learning outcomes assessment: the instructor will select an outcomes assessment tool to determine that the students have accomplished the course's purpose by using a test, a quiz, an essay, a practicum, the Knowledge Transfer Action Plan (KTAP) used by the Arizona Institute, or similar tools.
7. If the instructor requires reading materials for the course, a list of those materials should be attached to the completed Course and Program Review Template. (Please refrain from sending course materials to IIMC Education Department.)
8. To be eligible for IIMC educational points, all programs and supporting materials shall be submitted to the Director of Education and Research for his/her review. Early submission of all documents is strongly recommended. The IIMC Education Department needs a minimum of 10 business days to respond.
9. A Certificate of Attendance with specific hours of instruction should be issued. The roster of participants will be submitted to IIMC.

10. Attendees will be required to sign-in as they arrive, and sign-out as they leave. Certificates of Completion will be distributed by the sponsoring organization after the conclusion of the program and given only to those who have verified attendance for all sessions, and have successfully completed the mandatory outcomes assessment (e.g., a quiz, a test, etc.).
11. A Course Evaluation Form (questionnaire) should be designed that will assess the effectiveness of teaching in the classroom, the relevance of the course to the job of the participating clerks, and the accomplishment of the stated course learning outcomes. (Please submit to IIMC the results of those questionnaires in a summary format, and refrain from sending the completed Course Evaluation Forms.)
12. Product demonstrations, marketing seminars, visits to buildings, political offices and establishments, historical sites, museums and the like earn no educational points.

Since the IIMC approved institutes are sponsored by institutions of higher learning, and the courses offered to the municipal clerks by the university-sponsored institutes meet the built-in college/university standards of educational quality, they should be required to choose one of the two options:

1. Continue complying with the existing "Course and Program Review Process" and submit a short Annual Update.
2. Discontinue complying with the existing "Course and Program Review Process" and submit to IIMC an Annual Report.

Option 1

The Institute Director will regularly submit to the IIMC Education Department new courses/programs for review. The Education Department will review and inform the Institute Director of the results within 10 business days.

Each year, the Institute is required to submit to the State Education Committee the following information in the form of an Annual Update:

1. A letter explaining his/her evaluation of the programs, areas in need of improvement, future plans, etc.
2. A list of attendees and hours attended
3. A summary report of the Teaching and Course Evaluation forms completed by the attendees.
4. A Budget Report or a Statement of Financial Health of the Institute (a letter from the Institute Director/State Education Chair attesting to the financial well-being of the Institute will suffice).

5. Program brochure(s).

The State Education Committee shall review and evaluate the Annual Update, consult with the Institute Director, summarize the results of its review and evaluation in the form of a cover letter, and submit the Annual Update and the letter to the IIMC Education Department. Since institutes have different academic calendars, the Institute Director/Education Chair and the Education Department determine a mutually agreed-upon date for the submittal of the Annual Update. (Electronic mail is preferred.)

Option 2

Each year, the Institute is required to submit to the State Education Committee the following information in the form of an Annual Report:

1. A report explaining his/her evaluation of the programs, areas in need of improvement, future plans, etc.
2. Brief bios of instructors cross-referenced to the courses taught during the year.
3. Schedules and location(s) of CMC/MMC/CMC Recertification offerings.
4. Description of the CMC, MMC, and CMC Recertification courses taught during the year
5. Confirmation of compliance with the IIMC course distribution guidelines (the CMC required core curriculum of 50% Public Administration; 30% Social and Interpersonal Issues, and 20% Electives, and the MMC required core curriculum of 80% Public Administration and 20% Electives).
6. Confirmation of compliance with the IIMC requirements regarding the level and rigor of courses (CMC versus MMC).¹

¹ The issue of level and rigor of courses is explained in 2001 Education Guidelines (please see page 9) as follows: "1. Program materials, presentations and discussions should be at an advanced level of difficulty relative to CMC course content. 2. Program content should emphasize management and leadership concepts and skills development. It should also emphasize development of interpersonal [relations], decision-making and planning skills. 3. Course presentations should offer intensive and in-depth discussion of selected subjects. Presentations should avoid repetition of basic materials offered in certification programs, and should focus on challenging and expanding participant assumptions and ways of thinking. Presentations should emphasize long-range issues and personal capability requirements, and deemphasize immediate, short-range clerk problems and concerns. Exchanging of ideas should be encouraged through presentations by municipal officials, visiting scholars and instructors, professional clerks and other experts from outside the program area..." The above three points were summarized on page 19 of the 2006 Education Guidelines as follows: "The educational requirements for MMCA are more rigorous 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 MMCA courses shall be more academically advanced."

7. Confirmation of compliance with the IIMC requirements regarding the number of in-class contact hours.
8. A list of assessment instruments used during the year.
9. A summary report of the Course and Teaching Evaluation forms completed by the attendees for each course.
10. A roster of attendees and hours attended
11. Program Brochure(s).
12. A Budget Report or a Statement of Financial Health of the Institute (e.g., a letter from the State Education Chair attesting to the financial well-being of the Institute will suffice).

The State Education Committee shall review and evaluate the Annual Report, consult with the Institute Director, summarize the results of its review and evaluation in the form of a cover letter, and submit the Annual Report and the letter to the IIMC Education Department. Since institutes have different academic calendars, the Institute Director/Education Chair and the Education Department determine a mutually agreed-upon date for the submittal of the Annual Report. (Electronic mail is preferred.)

Institutes may shift from one option to the other no later than two months after the completion of the last Courses/Institute/Academy of the year.

Noncompliance

The Director of Education and Research may determine that an Institute is not in compliance with the provisions of the IIMC Education Guidelines. In such case, the following steps will be taken:

1. The Director of Education and Research will bring the issue to the attention of the Institute Director.
2. If not resolved within 30 days, the Director of Education and Research will bring the issue to the attention of the State Education Chair and informs the IIMC's Chair of the Program Review and Certification Committee (PR/C).
3. If not resolved within 30 days, the Director of Education and Research will bring the issue to the attention of the entire Program Review and Certification Committee.
4. The Program Review and Certification Committee will forward to the IIMC Education Department the results of its deliberations within 30 days.

5. The Program Review and Certification Committee in consultation with the Director of Education and Research will render a judgment regarding the extent of noncompliance and the appropriate course of action, and inform the Institute Director and the State Education Chair. The written communication from the Program Review and Certification Committee should specify the nature of noncompliance with the Education Guidelines and offer recommendations to bring the Institute in compliance.
6. The Institute Director in collaboration with the State Education Chair may respond to the decision within 30 days, by contacting the Education Department in writing. A non-response is construed as the acceptance of the decision. A continued noncompliance may result in revocation of the Institute's approval by IIMC.
7. The Director of Education and Research will forward the written communication from the Institute Director/State Education Chair alongside his/her own comments to the Program Review and Certification Committee within 30 days.
8. The Program Review and Certification Committee in consultation with the Director of Education and Research will review the response from the Institute Director/State Education Chair, render a final judgment regarding the extent of noncompliance and the appropriate course of action, and inform the Institute Director and the State Education Chair within 30 days.

Un-sponsored Institutes

Since these institutes are not sponsored by institutions of higher learning, they are required to comply with the existing Course and Program Review Process. The Institute Director will complete the Course and Program Review Template for new courses and programs, and submit it to the IIMC Education Department for review. The Education Department will review and inform the Institute Director of the results within 10 business days.

State Associations

Since the State Associations are not sponsored by institutions of higher learning, they are required to comply with the existing Course and Program Review Process. The State Association Education Chair or his/her representative will complete the Course and Program Review Template for new courses, and submit it to the IIMC Education Department for review. The Education Department will review and inform the person submitting the course of the results within 10 business days.

Individuals

Individuals, who wish to attend a course or a program not offered by the Institute/Academy/State Association, are required to complete the Course and Program Review Template and submit it to the IIMC Education Department for review prior to attending the courses/program. The Education Department will review and inform the person submitting the course/program of the results within 10 business days.

Post-launch Submittals

The Education Department accepts for review and possible approval a course or program after it has already been launched. If the course or program does not meet the Course and Program Review criteria, no IIMC point will be granted.

Change of University Sponsorship

A new program application shall be required by IIMC when a change in college/university sponsorship or affiliation occurs for which a filing fee is required.

Change of Institute Director

In the event the Institute Director is replaced, the State Association Education Chair shall send to IIMC the bio and contact information of his/her replacement no later than two months from the date of appointment. In such case, no filing fee is required.

University Affiliation

In some rare instances, securing a university sponsorship may not be feasible in a particular province, state, region, or country. In such case, IIMC requires that any municipal league, private sector program provider or any non-university program provider proposing to provide program coordination services to IIMC approved programs, be affiliated with a university or college and follow the Education Guidelines set forth by IIMC. The IIMC procedures regarding university affiliation are as follows:

1. An Institute Advisory Committee shall be created which should be comprised of selected members of the state/provincial or regional clerks association, the Institute Director and at least one representative of an accredited university or an accredited four-year college. If there is no clerks association, a representative group of clerks from that state/provincial or region should serve on the Institute Advisory Committee. Recommendations for appointment to the Committee may come from the state/provincial municipal league.
2. The Institute Advisory Committee shall select an accredited university or an accredited four-year college with which it wishes to affiliate for establishing the Institute.
3. The Institute Advisory Committee shall review and approve the proposed curriculum and proposed financial plan to be presented by the Institute Director. The Institute Director shall provide a summary of expenses following the Institute.
4. At the request of the Institute Advisory Committee, the university/college shall recommend and when possible, provide speakers based on the approved curriculum and the needs of the municipal clerks to be served by the Institute. Funding for such speakers shall be arranged between the Institute Director and the university/college and shall be included as part of the financial plan to be approved by the Institute Advisory Committee.

5. At the request of the Institute Advisory Committee and based upon staffing levels at the university/college, the university/college may provide staff support to the Institute Director prior to, during and after the program. Funding for such staff support shall be arranged between the Institute Director and university/college and shall be included as part of the financial plan to be approved by the Institute Advisory Committee.
6. The university/college shall lend its name as co-sponsor of the Institute and permit the use of its name and/or logo on all literature, brochures, registration materials, certificates of completion, etc., concerning the Institute. If the university/college assesses a fee for use of its name and/or logo, funding for such use shall be arranged between the Institute Director and the university/college Advisory Committee.
7. The Institute Director shall use the name and/or logo of the university/college and IIMC on all literature, brochures, registration materials, certificates of completion, etc. concerning the Institute.
8. An agreement shall be executed between the Institute Director, the university/college, the State/Provincial Association (or a similar body in the absence of an Association) and the Institute Advisory Committee confirming that all parties agree to the above listed criteria. A copy of the agreement shall be submitted to IIMC.
9. Institutes shall comply with all requirements of the IIMC Education Guidelines.

International Institutes

IIMC acknowledges that cultural or historic differences in approaches to educational excellence may render current and future IIMC approved programs in Canada and other member countries exceptions to these Education Guidelines, warranting special consideration by the IIMC Program Review and Certification Committee and Board of Directors.

Effective Date:

These Education Guidelines shall be effective January 1, 2007. However, the Board of Directors of IIMC has granted a grace period to the CMC students who successfully completed an Institute course (or similar) prior to January 1, 2007. The criteria for obtaining Education points towards the CMC designation for those students are as follows:

Education requirements for the CMC candidates who completed one IIMC approved Institute course prior to January 1, 2007

Education Points (50 points, 100 Institute hours)	Points
Satisfactory completion of 50 Education Points (100 Institute hours) at an IIMC recognized Municipal Clerks Institute*	50

Bachelor's degree or higher in Public Administration or a related field**	50
Bachelor's degree or higher in an unrelated field and 67 hours of Institute training**	50
Associate of Arts degree in Public Administration or a related field and 67 hours of Institute training**	50
IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, 17(50 x 1/3) points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

***Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

For this group of students, the grace period for fulfilling the Education requirements of obtaining the CMC designation according to the above-mentioned criteria will end on December 31, 2009.

Starting January 1, 2010, those students in this group who have not completed the Education requirements for the CMC designation shall complete the remaining portion of the CMC requirements according to the following criteria:

Education requirements for the CMC candidates who completed one IIMC approved Institute course prior to January 1, 2007, but will not earn the CMC designation before January 1, 2010

Education Points (50 points, 100 Institute hours)	Points
Satisfactory completion of 100 hours (50 points) of course work at an on-land IIMC approved Municipal Clerks Institute or Academy*	50
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 a related field**	5
IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, 17(50 x 1/3) points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

*** Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

The students who entered into an IIMC approved Institute in or after 2007, shall fulfill the criteria below:

Education requirements for the CMC candidates who did not complete one IIMC approved Institute course before January 1, 2007

Education Points (60 points, 120 Institute hours)	Points
Satisfactory completion of 120 hours (60 points) of course work at an on-land IIMC approved Municipal Clerks Institute or Academy*	60
A Bachelor's degree or higher in Public Administration or a similar field**	20
A Bachelor's degree or higher in an unrelated field**	10
Associate of Arts degree in Public Administration or a related field**	5
IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*One-third, 20(60 x 1/3) points of the Institute training for the CMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning.

*** Starting May 2008, IIMC Annual Conference education points shall be used for either Education or Experience points not both. Points used for the CMC designation shall not be used for any other purposes.

Similarly, the Board of Directors of IIMC has granted a grace period to the MMC students who successfully completed an Academy course (or similar) prior to January 1, 2007. The criteria for obtaining Advanced Education points towards the MMC designation for those students are as follows:

Advanced Education requirements for the MMC candidates who completed one IIMC approved Academy course prior to January 1, 2007

Advanced Education Points (60 points, 120 Academy hours)	Points
1. Completion of an IIMC- approved Academy program*	60 3 per 6 hours or 1 day
2. Academic credits in a related field earned at an accredited college or university**	2 per credit unit
3. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)	7
4. Completion of a professionally related seminar or course at a local resource not approved as an MMCA program	1 per 6 hours or 1 day
5. Personal accomplishments of educational benefit to the profession	2
6. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program	1 per 6 hours of teaching, training/preparation
7. IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

*Two-thirds, 40(60 x 2/3) of the total Advanced Education required 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.

**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 each level must be earned after achieving the preceding CMC or MMCA level.

*** Starting May 2008, 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.

Since January 1, 2007, the four levels of MMCA have been consolidated into one. To maintain their MMC candidacy the students must earn a minimum of six MMCA points (a combination of Advanced Education and Professional and Social Contribution points) per year otherwise, they must recertify.

Professional and Social Contributions **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 event
5. Registration and attendance at an IIMC Annual Conference (attendance at IIMC Conferences prior to 2004 equals ONE point)	4 per event
6. Presenter at an IIMC/State/Province or Regional meeting	1 per session
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	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

For this group of students, the grace period for fulfilling the Advanced Education requirements of obtaining the MMC designation according to the above-mentioned criteria will end on December 31, 2009.

Starting January 1, 2010, those students in this group who have not completed the requirements for the MMC designation shall complete the remaining portion of the MMC requirements according to the following criteria:

Advanced Education requirements for the MMC candidates who completed one IIMC approved Academy course prior to January 1, 2007, but will not earn the MMC designation before January 1, 2010

Advanced Education (60 points, 120 hours) Points

Completion of 60 points (120 hours) of Advance

Education course work at an on-land IIMC Institute*	60
Completion of an IIMC Approved Academy Program	3 per 6 or more hours in one day of training
Academic credits in a related field earned at an accredited college or University**	2 per one credit hour for a maximum of six points
Certification and education obtained from another organization relevant to the responsibility of a Municipal Clerk which have been pre-approved by IIMC***	1 per 6 or more hours in one day of training for a maximum of six points
IIMC Annual Conference education****	4 points for attending the four days of the conference; maximum 20 points

*Two-thirds, 40(60 x 2/3) points on the total Advanced Education requirements 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.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning

*** Prior to attending an education or certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IMC Education Department.

**** Starting May 2008, 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.

Since January 1, 2007, the four levels of MMCA have been consolidated into one. To maintain their MMC candidacy the students must earn a minimum of 6 MMCA points (a combination of Advanced Education and Professional and Social Contribution points) per year otherwise, they must recertify.

Professional and Social Contributions (20 points required) 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 event

5. Registration and attendance at an IIMC Annual Conference (attendance at IIMC Conferences prior to 2004 equals ONE point)	4 per event
6. Presenter at an IIMC/State/Province or Regional meeting	1 per session
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	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. Teacher or trainer at an IIMC-recognized Institute or municipal clerk education program	1 per 6 or more hours in one day of teaching/training/preparation
12. Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program	1 per 6 or more hours in one day of training maximum 4 points

The MMC candidates, who were admitted into an IIMC Academy in or after 2007, shall fulfill the criteria below:

Advanced Education requirements for the MMC candidates who did not complete one IIMC approved Academy course before January 1, 2007

Advanced Education (84 points, 168 hours)	Points
Completion of 168 (84 points) of Advanced Education course work at an on land IIMC Institute*	84
Completion of an IIMC Approved Academy Program	3 per 6 or more hours in one day of training
Academic credits in a related field earned at an accredited college or University**	2 per one credit hour for a maximum of six points
Certification and education obtained from another organization relevant to the responsibility of a Municipal Clerk which have been pre-approved by IIMC***	1 per 6 or more hours in one day of training for a maximum of six points
IIMC Annual Conference education****	4 points for attending the four days of the conference; maximum 20 points

* Two-thirds, 56(84 x 2/3) points of the Advanced Education requirements 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.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs and urban planning

*** Prior to attending an education or certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IMC Education Department.

**** Starting May 2008, 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.

Since January 1, 2007, the four levels of MMCA have been consolidated into one. To maintain their MMC candidacy the students must earn a minimum of six MMCA points (a combination of Advanced Education and Professional and Social Contribution points) per year otherwise, they must recertify.

Professional and Social Contributions (20 points required) 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 event
5. Registration and attendance at an IIMC Annual Conference (attendance at IIMC Conferences prior to 2004 equals ONE point)	4 per event
6. Presenter at an IIMC/State/Province or Regional meeting	1 per session
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	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. Teacher or trainer at an IIMC-recognized Institute or municipal clerk education program	1 per 6 or more hours in one day of teaching or training and preparation
12. Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program	1 per 6 or more hours in one day of training maximum 4 points

The IIMC Education Department will honor the written commitments that the Education Department staff made to the students before 2007 for two years from the date of the commitment.

THE IIMC APPROVED INSTITUTE PROGRAMS

The IIMC Approved Institute will offer three educational programs:

1. The Certified Municipal Clerk (CMC) Designation Program
2. The Master Municipal Clerk (MMC) Designation Program
3. The Certified Municipal Clerk (CMC) Recertification Program

These Education Guidelines envision a minimum three-year educational program consisting of 120 contact hours (60 points) for the fulfillment of the educational requirements for the CMC designation; a minimum four-year educational program consisting of 168 contact hours (84 points) for the fulfillment of the educational requirements of the MMC designation, and a four-year educational program for the fulfillment of the educational requirements of the CMC Recertification Program consisting of 40 contact hours (20 points). However, those who prior to the effective date of these guidelines have entered into an IIMC Institute to obtain a CMC designation shall fulfill the 100 (50 points) hours of Education requirements, and those who prior to the effective date of these guidelines have entered into an IIMC Academy to obtain an MMC designation shall earn 100 points of which 60 shall be Advanced Education points, 20 Professional and Social Contribution points, and 20 points a combination of the two categories (i.e. Advanced Education, and Professional and Social Contribution). All IIMC educational programs are taught at the university level.

The IIMC Institute provides the enrollees with the educational components of IIMC designations. In addition to the educational component, the enrollee shall fulfill the Experience requirement for the CMC designation and the Professional and Social Contributions requirement for the MMC designation. To earn the CMC designation, an enrollee must earn 60 Education points and 50 Experience points. Similarly, to earn an MMC designation the enrollee must earn 84 Advanced Education points and 20 Professional and Social Contributions points as stipulated in the requirements for each designation. To attend any of the three IIMC programs the student shall complete the Application for Admission and pay an application fee.

Distance Education

One-third (1/3) of the minimum 120 hours of Institute training for the CMC Designation Program may be obtained through distance education. One quarter (1/4) of the minimum 40 hours of Institute training for the CMC Recertification Program may be obtained through distance education. Two-thirds (2/3) of the minimum 168 hours of Institute training 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.

The Certified Municipal Clerk (CMC) Designation Requirements

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. Complete and submit an IIMC Application for CMC designation with required supporting documentation and fee.
5. Furnish a letter of sponsorship from a municipal clerk member of IIMC.
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.
10. Once certified, a CMC certificant shall apply for recertification every four years, unless application is made for admission into the MMCA program prior to his/her four (4) year CMC anniversary date. Those CMC certificants who actively and consistently are pursuing an MMC designation and earn six or more points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.

The Certified Municipal Clerk (CMC) Designation Program

The CMC program consists of 120 hours (60 points) of educational coursework at the university level of which 50% (30 points or 60 hours) is devoted to the study of Public Administration and Organization, 30% (18 points or 36 hours) to Social and Interpersonal Issues, and 20% (12 points or 24 hours) to electives.

To earn a CMC designation through an IIMC Institute, two requirements shall be met: the designee must earn 120 hours (60 points) of coursework and 50 points of experience.

The IIMC Institute students who pursue a CMC designation shall earn a minimum of 12 education points per year towards the fulfillment of the requirements of the CMC designation

CMC Education Component (total of 60 points required)

Points

Satisfactory completion of 60 points (120 hours) of coursework at an on-land IIMC approved municipal clerks' institute*	60
A Bachelor's degree or higher in Public Administration or a related field**	20
A Bachelor's degree or higher in an unrelated field**	10
An Associate of Arts degree in Public Administration or a related field**	5
IIMC Annual Conference education***	4 points for attending the four days of the conference; maximum 20 points

CMC Experience Component (total of 50 points required)

	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

	Points
Attendance at IIMC Conferences	4 each maximum 20 points
Attendance at municipal clerk related conferences. Example: IIMC regional, municipal associations, state associations and municipal league conferences	1 per 6 or more hours in one day of attendance maximum 10 points

CMC Experience Component --Continuing Education

	Points
Continuing education courses, college non-degree related courses	1 point per 6 or more hours in one day maximum 15 points

CMC Experience Component --Business or Vocational School Courses:

Points

Courses completed at business or vocational schools must relate to the municipal clerk's position	1 per 10 hours of training maximum 10 points
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CMC Experience Component --College or University Courses

Points

Relevant college or university course credits not used for CMC Education points	1 per credit hour maximum 24 points
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The enrollee is responsible for earning a minimum of 12 points of coursework per year towards the fulfillment of the requirements of the CMC designation.

*One-third, 20(60 x 1/3) of the minimum 60 Education points required for the CMC Designation Program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning. Education units or hours may not be credited to both of the CMC and MMCA programs.

*** Starting May 2008, 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.

Sample Course Subjects for the Certified Municipal Clerk (CMC) Program

The following is a sample of course subjects for the education component of the CMC designation. It is an indication of the distribution of subject matters (50%-30%-20%) within the context of IIMC core educational requirements for the CMC designation. The courses must fulfill the requirements of the IIMC Course and Program Review Process stipulated in these Guidelines.

It should be emphasized that at a minimum, all courses shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. Evidence of the appropriateness of the credentials or expertise must be presented in the form of a brief bio. From time to time, the Education Department may update, revise, and change courses as needed.

A. Public Administration and Organization (50%--60 hours)

- CMC 110 - Introduction to Public Administration
- CMC 111 - Public Management
- CMC 112 - Social and Political Systems
- CMC 113 - Local Government
- CMC 114 - Public Organizations
- CMC 115 - Introduction to Fiscal Management
- CMC 116 - Accounting for Municipalities
- CMC 117 - Budgeting for Municipalities

CMC 118 - Financial Management
CMC 119 - Introduction to Law
CMC 120 - Introduction to Information Technology
CMC 121 - Records Management I
CMC 122 - Records Management II
CMC 123 - The Planning Process
CMC 124 - The Municipal Clerk Profession
CMC 125 - Introduction to Project Management
CMC 126 - Meeting Administration
CMC 127 - Agendas and Minutes

B. Social and Interpersonal Issues (30%-- 36 hours)

CMC 210 - Personal and Group Behavior
CMC 211 - Introduction to Communication
CMC 212 - Written Communication I
CMC 213 - Written Communication II
CMC 214 - Presentation Skills
CMC 215 - Community Development
CMC 216- Teambuilding and Group Dynamics
CMC 217 - Principles of Ethics
CMC 218 - Comparative Clerkship

C. Electives (20%--24 hours)

State or provincial specific education and training that directly relate to the job of the clerk will be accepted as an elective. Any other educational subject that has not been covered in these guidelines and directly relates to the job of the clerk will be accepted as an elective.

The Master Municipal Clerk (MMC) Designation Requirements

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 an IIMC Application for the MMC designation with required supporting documentation and fee.
5. Attain eighty-four (84) points in the Education category.
6. Attain twenty (20) points in the Professional and Social Contributions category.

The following are policy considerations regarding the MMCA points and MMC designation requirements:

1. Clerks attending MMCA classes who have not attained the CMC designation may count such MMCA coursework towards their CMC designation. However, they may not use the same courses towards the MMCA requirements.
2. Points used for the fulfillment of the requirements of the CMC designation shall not be used for credit toward the MMCA requirements.
3. Duplicate courses taken during the entire educational experience at IIMC shall be counted as one.
4. Program points obtained prior to receiving IIMC's CMC designation may not be used as MMCA points.
5. Those CMC certificants who actively and consistently are pursuing an MMC designation and earn 6 or more points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.
6. 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 MMCA requirements.

The Master Municipal Clerk Academy (MMCA) Program

The educational requirements for the MMCA are more rigorous 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 MMCA courses shall be more academically advanced.

To obtain the MMC designation one must earn 104 points of which 84 points shall be Advanced Education and 20 points Professional and Social Contributions.

Advanced Education Component (84 points required)	Points
1. Completion of 168 hours (84 point) of coursework at an on-land IIMC Academy*	84
2. Academic credits in a related field earned at an accredited college or university**	2 per credit unit maximum 6 points
3. Certification and education obtained from another organization relevant to the responsibilities of a municipal clerk, which have been pre-approved by IIMC***	1 per 6 or more hours in one day of training maximum 6 points
4. IIMC Annual Conference education****	4 points for attending the four days of the conference; maximum 20 points

* Two-thirds, 56(84 x 2/3) of the minimum 84 Advanced Education points required 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.

**Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning. Education units or hours may not be credited to both of the CMC and MMCA programs.

***Prior to attending an educational or a certificate program offered by other organizations, the student shall seek and obtain approval of the program from the IIMC Education Department.

****Starting May, 2008, 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.

Professional and Social Contributions Component (20 points required)

	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 event
5. Registration and attendance at an IIMC Annual Conference (attendance at IIMC Conferences prior to 2004 equals ONE point)	4 per event
6. Presenter at an IIMC/State/Province or Regional meeting	1 per session
7. IIMC or Municipal Clerks Association Committee member	1 per year
9. Unique on-the-job performance or achievements that benefit the profession or community	2 per year
10. Personal accomplishments of educational benefit to the profession	2 per year
11. Officer in a related professional association	1 per year
12. Teacher or trainer at an IIMC-recognized Institute or municipal clerk education program	1 per 6 or more hours in one day of teaching or training and preparation
13. Completion of a professionally-related seminar or course at a local resource not approved as an MMCA program	1 per 6 or more hours in one day of training maximum 4 points

Sample Course Subjects for the Municipal Clerk Academy (MMCA) Program

The following is a sample of course subjects for the education component of the MMC designation. It is an indication of the distribution of subject matters (80% -20%, required, Public Administration and elective courses respectively) within the context of IIMC educational requirements for the MMC designation. The courses must fulfill the requirements of the IIMC Course and Program Review Process stipulated in these Guidelines. The educational requirements for MMCA are more rigorous 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 MMCA courses shall be more academically advanced.

It should be emphasized that at a minimum, all courses shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. Evidence of the appropriateness of the credentials or expertise must be presented in the form of a brief bio. From time to time, the Education Department may update, revise, and change courses as needed.

A. Public Administration (80%--134 hours)

- MMCA 410 - Public Administration and Society
- MMCA 411 - Environmental Policy and Management
- MMCA 412 - Local Government Administration
- MMCA 413 - Comparative Administrative Systems
- MMCA 414 - Administrative Law
- MMCA 415 - Accounting for Municipalities
- MMCA 416 - Public Sector Economics
- MMCA 417 - Public Financial Management I
- MMCA 418 - Public Financial Management II
- MMCA 419 - Sustainable Economic and Community Development
- MMCA 420 - The American Municipality
- MMCA 421 - Project Management I
- MMCA 422 - Project Management II
- MMCA 423 - Project Risk Management
- MMCA 424 - Information Technology Management
- MMCA 425 - Knowledge Management
- MMCA 426 - Strategic Planning for Not-for-profit and Governmental entities
- MMCA 427 - Public Personnel Management
- MMCA 428 - Advanced Records Management
- MMCA 429 - Community Power, Leadership and Administration
- MMCA 430 - Organizational Change in Public Service
- MMCA 431 - Technical Writing and Communication in Public Service I
- MMCA 432 - Technical Writing and Communication in Public Service II
- MMCA 433- Ethics as Core Strategy for Social Responsibility

B. Electives (20%--34 hours)

State or provincial specific education and training that directly relate to the job of the clerk will be accepted as electives. Any other educational subject that has not been covered in these guidelines and is directly related to the job of the clerk will be accepted as an elective.

The Certified Municipal Clerk (CMC) Recertification Program Requirements

The CMC Recertification Program consists of four years (total of 20 points or 40 contact hours) of IIMC approved coursework at the university level. The CMC Recertification Program is designed to help Certified Municipal Clerks to continue their education beyond the CMC designation, and stay current educationally and professionally beyond the attainment of the CMC

designation. The rigor of the Recertification courses is similar to those of the MMCA. All CMC certificants are required to obtain 20 education points in four years; otherwise, their CMC will be rescinded. It is recommended that the applicant submit to IIMC five Recertification points per year on or before the anniversary date of obtaining the CMC designation. Those CMC certificants, who wish to maintain their CMC status, are required to recertify every four years.

Those CMC certificants who actively and consistently are pursuing an MMC designation and earn 6 or more points per year may retain their CMC designation without having to recertify, otherwise, they shall recertify in a timely manner. One quarter, $5(20 \times 1/4)$ points of the minimum 20 points of training for the CMC Recertification Program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.