

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS EDUCATION GUIDELINES

MISSION STATEMENT

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.

LIFE -LONG LEARNING POLICY STATEMENT

IIMC strongly believes in life-long learning and focuses on providing continuing professional development for the Municipal Clerk Profession. Our Education programs are focused toward attaining certification, resulting in Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations. Once attained, certified professionals continue their development by participating in programs offered at the local, state, provincial and national levels, enabling them to meet the duties of their public office and remain effective in their communities

** Life-long policy statement adopted May 20, 2017.*

Please note that all forms and links are available on IIMC’s website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute Guidelines.

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 47 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.

THE IIMC COURSE REVIEW PROCESS AND REQUIREMENTS

State/Provincial/National Associations/IIMC Region Meetings

State/Provincial/National associations who provide their own education programs, or host an IIMC Region Meeting, and wish to receive education points must go through the course review process. Pre-approved courses will earn 1 education point per 4 in-class contact hours with a completed assessment. Institute Directors cannot "sign-off" on State/Provincial/National Associations programs or Region Meetings.

Institutes

Course review is not required for Institute programs. Please refer to the [Institute Guidelines](#).

IIMC approved Institute and Academy points are rated at 1 point per 2 in-class contact hours. *Up to ten percent of in-class hours may be dedicated to other learning methodologies at the discretion of the Institute Director. A session will need a minimum of 1 in-class contact hour to earn the minimum ½ point which is the minimum amount of points IIMC will award.

** Institutes can offer 10% of each Institute and Academy session via alternative learning methodologies (outside of in class seat time). The learning methodology is left to the discretion of the Institute Director. However, the content must still follow the Board approved Institute and Education Guidelines.*

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Courses Offered Outside of the IIMC-Approved Institute/Academy, State Association or IIMC Region Meeting

In some cases, applicants may find a course in their demographic area that is applicable to the Municipal Clerk profession. A course such as this that is not offered at the Institute/Academy, State Association or IIMC Region Meeting must go through the [course review process](#). Pre-approved courses will earn 1 point per 6 in-class contact hours. Institute Directors cannot sign-off on these types of courses.

Assessments

IIMC Education Guidelines require that education program participants complete a learning assessment in order to earn Education Points. Education programs include IIMC-approved Institute and Academy programs, State/National/Provincial association programs, IIMC Annual Conference Academy programs, IIMC-approved Athenian Leadership Dialogues, IIMC-approved Online Education programs, and other IIMC education programs. Assessments may be completed at the end of each class*, *or* at the conclusion of the education program, at the discretion of the hosting organization. The assessment tool, measuring the knowledge/skills/experience acquired by the program participants, will be selected and/or designed by the instructors in conjunction with the hosting organization. The assessment tool may include, but is not limited to test or quiz, essay, practicum, or similar tools.**

The assessment results are to be reviewed by the instructors and hosting organization before a certificate of completion may be awarded.

* Assessments may also be completed during class time at the discretion of the Institute Director.

**Examples of learning assessment tools may be found on the IIMC Website under Education.

Approved Courses

Course reviews must be completed each year for any program that has been revised. If the presenter has changed, IIMC will only need to see the new presenter's biography. IIMC Staff reserves the right to ask for a new Course Review Form for any course or courses that have previously been approved. Rigor of content, not topic, determines CMC and MMC levels of coursework. The IIMC Education Department can always assist in determining the level of any course.

Contact Hour Definition

IIMC reviews clerk related programs for credit based upon in-class contact hours. In alignment with standard higher education academic policy, a "contact hour" is defined as 50 minutes of instruction for every hour of the class or workshop effective as of September 22, 2015.

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The following board approved scale, may be used in the creation of class or workshop schedules:

1 contact hour = 60 total minutes, which is 50 minutes of instruction, with up to 10 minutes of break time

2 contact hours = 120 total minutes, which is broken down into 100 minutes of instruction, with up to 20 minutes of break time*

3 contact hours = 180 total minutes, which is broken down into 150 minutes of instruction, with up to 30 minutes of break time*

*NOTE: This break time may be given as one break or divided up into two or more breaks, depending on total contact time.

ONLINE LEARNING GUIDELINES

There are three distinct types of online learning courses: fully online courses, online hybrid courses, and web-based seminars (webinars).

Fully Online Courses: The *Online Learning Consortium (2014)* classifies a course as fully online when learning is provided 100% using the Web, giving students the opportunity to interact frequently with fellow students, instructor(s), and content. These courses include an in-depth exploration of the topic and a reasonable amount of outside work. To be eligible for CMC Education or MMC Advanced Education points, fully online courses must include a learning assessment approved by the Institute Director or sponsoring organization. Fully online courses that *do not* contain a learning assessment will *only* be eligible for CMC Experience or MMC Professional Contribution points. Fully online courses must meet a minimum of four hours.

Online Hybrid Courses: The *Online Learning Consortium (2014)* classifies a course as online hybrid (or blended) when learning contains three key components:

- 1) Web-based learning activities are used which supplant and/or complement “in-class” seat time.
- 2) “In-class” seat time is reduced by no more than 70%.
- 3) The web-based and in-class components of the course are designed to interact, supporting one another and taking advantage of the best of both learning methodologies.

To be eligible for CMC Education or MMC Advanced Education points, Online hybrid courses must include a learning assessment approved by the Institute Director or sponsoring organization. Online hybrid courses that *do not* contain a learning assessment will *only* be eligible for CMC Experience or MMC Professional Contribution points. Online hybrid courses must meet a minimum of four hours.

Webinars: *Techopedia* classifies a web-based seminar, known as webinar, as a workshop or conference that is hosted in real-time or recorded (webcast) for later viewing or distribution. There are *two* types of webinars:

- 1) **Interactive webinars** – These are real-time webinars in which participants interact with a facilitator, other participants, and content. Participants may ask questions

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and participate in discussions. To be given credit by IIMC, these webinars must include a learning assessment approved by the Institute Director or sponsoring organization.

- 2) Non-Interactive webinars – These are recorded webinars (webcasts) where participants view or read content at their own pace, without any real-time interaction with an instructor or other participants. To be given credit by IIMC, these webinars must include a learning assessment approved by the Institute Director or sponsoring organization.

Of the 60 CMC Education points required for CMC certification, any and all points may be earned through online learning (includes offerings by Institutes, Academies, pre-approved State, Provincial, or National Association programs, and IIMC programs).

Of the 60 Advanced Education points required for MMC certification, any and all points may be earned through online learning (includes offerings by Institutes, Academies, pre-approved State, Provincial, or National Association programs, IIMC programs, and programs from other outside entities (i.e. Fred Pryor seminars, Career Track, National Seminar Training, Ed2Go and FEMA).

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.

Please note that all forms and links are available on IIMC's website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute Guidelines.

**When a Full Member, who is enrolled and has been actively working on attaining certification, finds themselves no longer meeting the criteria to be considered a full member, they may become an Associate Member. If the Associate Member desires, they shall be allowed to complete their certification.*

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, transcript or letter of verification from the IIMC-approved Institute/Academy
- A letter of reference from the Human Resources 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, with exception to a completely unused college degree.

More information regarding IIMC's education programs is located on our [website](#) 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.

Please note that all forms and links are available on IIMC's website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute Guidelines.

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 \$140 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 (Regions 1-9)

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 related field*	20 points
A Bachelor's degree or higher in an unrelated field*	10 points
Associate of Arts degree in Public	5 points

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Administration or related field*	
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
IIMC Athenian Leadership Dialogue****	3 points each, 18 points maximum
IIMC CD Rom Courses	1 point each
IIMC Online Courses	Points vary by course
IIMC Annual Conference Academy Sessions	2 points each
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 MMC programs. Copies of college transcripts are required.

Note: Points earned in prior to the accrual of the CMC designation may not be used towards the MMC designation, with exception to a completely unused college degree.

**Course review requirements and template can be found at <http://www.iimc.com/index.aspx?NID=139>.

*** 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.

Note: Excess Education points will be applied to Experience by the IIMC Education Department.

****Athenian Leadership Dialogues completed prior to November 23, 2013 earn 2 points each with completed assessment. Dialogues completed on or after November 23, 2013 earn 3 points each with completed assessment. A maximum number of 18 points may be earned in this category.

Education Requirements for CMC (Regions 10-11)

*as of January 1, 2011

In addition to the categories listed above, members in Regions 10 and 11 may also submit items qualifying within the following three categories.

Relevant college or university course credits not used for a degree	1 point per credit unit
Business or Vocational School Courses that relate to the municipal clerk's position	1 point per 10 hours of training
Miscellaneous courses that have not gone through the Course Review process, and are directly related to the duties of the Municipal Clerk	1 point per 6 hours

Policy 5.15 - Section 5.15.060:

For any IIMC member of a Canadian Province or country outside North America, **effective January 1, 2011 through December 31, 2014**, any educational programs, not used for achievement of CMC status and that qualify for Master Municipal Clerk (MMC) Advanced Education points shall be granted MMC

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Advanced Education points, regardless of whether the program was completed prior to the achievement of the CMC designation. Applicants must earn 40 Professional Contribution points after the achievement of the CMC designation in order to fulfill the MMC designation requirements.

Experience Requirements for CMC Candidates (Regions 1-11)

CMC Experience Component (total of 50 points required)

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

CMC Experience Component -- Municipal Clerks Conferences

Conference Attendance	Total points
Attendance at IIMC Annual Conferences**	Up to 8 points per conference
Registration and attendance at an IIMC Regional Meeting, Municipal Clerks Association Annual Conference, Municipal League Annual Conference or other Municipal Clerk related conferences	1 point per 4 verifiable hours, or 1 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 online course	Points vary by program
Other courses that have not gone through the Course Review process and are directly related to the duties of a Municipal Clerk	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

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	training
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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

CMC Experience Component –Committee Work

Committee Work	Total points
IIMC, MCEF or Municipal Clerks Association Committee member	1 point per year

*In the case of applicable self-employment, the applicant must submit a copy of their business license and/or tax return for each year of employment they are seeking credit for. The employment must relate to the duties of the clerks office.

** 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.

NOTE: Regions 1-9: MMC courses taken prior to the acquisition of the CMC designation cannot be used toward the MMC designation. Effective January 1, 2011, a member may earn MMC points while their CMC application is pending review at headquarters. If the review determines that the member’s CMC application is deficient, any points earned in the interim will be applied to the deficient CMC application. (November 6, 2010; November 7, 2009; December 4, 2004; December 6, 2002. Policy E-3]. For Example: An applicant that has a CMC application in the queue waiting to be reviewed may take MMC level courses during that review period. If upon review, the CMC point requirements have not been met, the credits earned at the MMC level training must be applied to the current CMC application.

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 and a professional 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.

Please note that all forms and links are available on IIMC’s website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute 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.

**When a Full Member, who is enrolled and has been actively working on attaining certification, finds themselves no longer meeting the criteria to be considered a full member, they may become an Associate Member. If the Associate Member desires, they shall be allowed to complete their certification.*

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, transcript or letter of verification 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.

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More information regarding IIMC’s education programs is located on our [website](#) 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.
7. Complete and submit the Application for Admission, along with the non-refundable application fee of \$50 (applicable towards the total \$400 fee or \$440 certificate and plaque fee).
4. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and appropriate fees.
5. Attain 60 points in the Advanced Education category.
6. Attain 40 points in Professional Contributions category, 20 of which can be a Combination of Advanced Education and/or Professional Contribution points.
7. 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
(Regions 1-11)

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 related field*	20 points
3. A Bachelor’s degree or higher in an unrelated field*	10 points
4. Associate of Arts degree in Public Administration or a related field*	5 points
5. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)	7 points

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6. Completion of an IIMC-approved State/ National/ Provincial educational course (with course review)**	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
9. Professionally-related seminars in approved subjects	1 point per 6 in-class contact hours
10. Athenian Leadership Society Dialogues*****	3 points each, 18 points maximum
11. IIMC Online Courses	Points vary by program
12. IIMC CD Rom Courses	1 point each
13. IIMC Annual Conference Academy Sessions	2 points each
14. 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 MMC programs. Points or credits for college work may not have been used towards the CMC designation. Copies of college transcripts are required.

**[Course review requirements and template](#) are located on the website.

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

**** IIMC Annual Conference education points shall be used for either Advanced Education or Professional Contribution points not both. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance.

*****Athenian Leadership Dialogues completed prior to 11/23/2013 earn 2 points each with completed assessment. Dialogues completed on or after 11/23/2013 earn 3 points each with completed assessment. A maximum number of 18 points may be earned in this category.

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.

International MMC Advanced Education Requirements **(Regions 10 - 11)**

Policy 5.15 - Section 5.15.060:

For any IIMC member of a Canadian Province or country outside North America, **effective January 1, 2011 through December 31, 2014**, any educational programs, not used for achievement of CMC status Please note that all forms and links are available on IIMC's website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute Guidelines.

and that qualify for Master Municipal Clerk (MMC) Advanced Education points shall be granted MMC Advanced Education points, regardless of whether the program was completed prior to the achievement of the CMC designation. Applicants must earn 40 Professional and Social Contribution points after the achievement of the CMC designation in order to fulfill the MMC designation requirements.

Professional Contribution Requirements for MMC Candidates
(Regions 1-11)

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

Professional Contributions (40 points) - must be completed after the achievement of the CMC

Professional Contributions	Total Points
1. Member of the IIMC or MCEF Board of Directors	2 points per year
2. Chairperson of an IIMC, MCEF or Municipal Clerks Association Committee	2 points 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, Municipal League Annual Conference or other Municipal Clerk related conferences	1 point per 4 verifiable hours, or 1 day of attendance
5. Registration and attendance at an IIMC Annual Conference*	Up to 8 points per 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, MCEF or Municipal Clerks Association Committee member	1 point per year
8. Unique on-the-job performance or achievements outside daily duties that benefit the profession or municipality	1 point per 8 hours, with a 12 point maximum
9. Personal accomplishments of educational benefit to the	1 point per

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profession	accomplishment
10. Officer in a related professional association	1 point per year
11. Relevant college or university course credits not used for Education. 1 point per credit unit ***	1 point per credit unit
12. 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

* IIMC Annual Conference education points shall be used for either Advanced Education or Professional Contribution points not both. 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 Contributions, but not for both. IIMC members who teach a session can earn points for teaching, but not for attendance at the same session they are instructing.

***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.

NOTE: Regions 1-9: MMC courses taken prior to the acquisition of the CMC designation cannot be used toward the MMC designation. Effective January 1, 2011, a member may earn MMC points while their CMC application is pending review at headquarters. If the review determines that the member's CMC application is deficient, any points earned in the interim will be applied to the deficient CMC application. (November 6, 2010; November 7, 2009; December 4, 2004; December 6, 2002. Policy E-3]. For Example: An applicant that has a CMC application in the queue waiting to be reviewed may take MMC level courses during that review period. If upon review, the CMC point requirements have not been met, the credits earned at the MMC level training must be applied to the current CMC application.

Please note that all forms and links are available on IIMC's website at www.iimc.com. These Education Guidelines are under the auspices of the current Institute Guidelines.