

# INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

## IIMC EDUCATION DEPARTMENT

### GRACE PERIOD FOR THE CMC STUDENTS WHO ENTERED THE PROGRAM PRIOR TO 2007

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:

<b>Education Points (50 points, 100 Institute hours)</b>	<b>Points</b>
Satisfactory completion of a 100-hour IIMC recognized Municipal Clerks Institute	50
Bachelor's degree or higher in Public Administration or 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 related field and 67 hours of Institute training	50
One-third (34 hours) of Institute training claimed in this education section may be obtained through distance education. Hours spent in distance education study must be documented and submitted with your CMC Application and complement Institute course requirements.	

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, 2008**.

Starting **January 1, 2009**, 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:

<b>Education Points (50 points, 100 Institute hours)</b>	<b>Points</b>
Satisfactory completion of a 100- hours (50 points of course work at an on-land IIMC approved Municipal Clerks Institute or Academy. One-third, (1/3) of the minimum 100 hours of Institute training (34 hours) for the CMC Certification program may be obtained	50

through distance education. All distance education shall be pre-approved by the Director of Education and Research.

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

The students who entered into an IIMC approved Institute **in or after 2007**, shall fulfill the criteria below (also cited on pages 13 and 14 of the Education Guidelines posted on IIMC website).

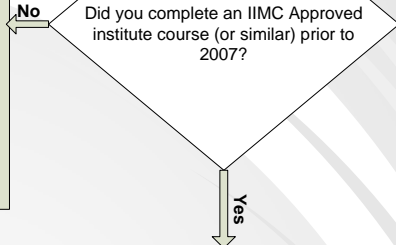
<b>Education Points (60 points, 120 Institute hours)</b>	<b>Points</b>
Satisfactory completion of a 120- hours (60 points of course work at an on-land IIMC approved Municipal Clerks Institute or Academy. One-third, (1/3) of the minimum 120 hours of Institute training for the CMC Certification program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.	60
A Bachelor's degree or higher in Public Administration or similar field	20
A Bachelor's degree or higher in an unrelated field	10
Associate of Arts degree in Public Administration or related field	5

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.

**GRACE PERIOD FOR THE CMC STUDENT WHO ENTERED THE PROGRAM PRIOR TO 2007**

**Table 2**  
CMC Education Requirements

	Points
<b>Education (60 Points)</b>	
Satisfactory completion of a 120 hour (60 points) of course work at an on-land IIMC approved Municipal Clerks Institute or Academy. One-third (1/3) of the minimum 120 hours of Institute training(40 hours) for the CMC certification program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.	60
Bachelor's Degree or higher in Public Administration or a similar field	20
Bachelor's Degree or higher in an unrelated field	10
Associates of Arts Degree in Public Administration or a related field	5

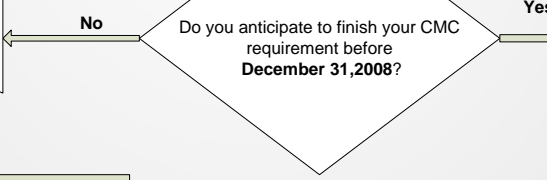


**Table 1**  
CMC Education Requirements

	Points
<b>Education (50 Points)</b>	
Satisfactory completion of a 100-hour 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 unrelated field and 67 hours of institute training	50
Associate of the Art Degree in Public Administration or a related field and 67 hours of institute training	50

One-third (34 Hours) of institute training claimed in this education section may be obtained through distance education. Hours spent in distance education must be documented and submitted with your CMC Application and complement Institute course requirements.

If you don't anticipate to finish all requirements by 12/31/2008, you are required to finish the remaining portion of your work according to the criteria in Table 3.



If you finish all of your requirements by 12/31/2008, you are not required to abide by the requirements in Table 3; otherwise you must complete the remaining portion of your work according to the criteria in Table 3.

**Table 3**  
CMC Education Requirements

	Points
<b>Education (50 Points)</b>	50
Satisfactory completion of a 100 hour (50 points) of coursework at an on-land IIMC approved Municipal Clerks Institute or Academy. One-third (1/3) of the minimum 100 hours of institute training (34 hours) for the CMC Certification program may be obtained through distance education. All distance education shall be pre-approved by the Director of Education and Research.	
Bachelor's Degree or higher in Public Administration or a similar field	20
Bachelor's Degree or higher in an unrelated field	10
Associate of Arts Degree in Public Administration or a related field	5

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