

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

IIMC EDUCATION DEPARTMENT

GRACE PERIOD FOR THE MMC STUDENTS WHO ENTERED THE PROGRAM PRIOR TO 2007

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 Points (60 points, 120 Academy hours)	Points
1. Completion of an IIMC- approved Academy program	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. Completion of an IIMC- approved self study program	Vary with program
6. Personal accomplishments of educational benefit to the profession	2
7. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program	1 per 6 hours of teaching/training/ preparation

Two-thirds (2/3) of the total points in the Advanced Education section may be obtained through distance education. Hours spent in distance education study must be documented and submitted with your MMCA Application.

*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.

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 12 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, 2008.**

Starting **January 1, 2009**, 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 (60 points, 120 hours) Points

Completion of 120 (60 points) of course work at an on land IIMC Institute. Two-thirds (2/3) of the minimum 120 hours of Institute training (40 hours) 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.

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 (also cited on pages 20 and 21 of the IIMC Education Guidelines posted on IIMC website):

Advanced Education (84 points, 168 hours)	Points
Completion of 168 (84 points) of course work at an on land IIMC Institute. 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.	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

* 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.

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 12

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 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 MMC STUDENTS WHO ENTERED THE PROGRAM PRIOR TO 2007

Table 2
MMC Advanced Education (84 Points Required)

	Points
Completion of 168 hours (84 points) of coursework at an on-land IIMC Institute. 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	84
Completion of an IIMC approved Academy Program	3 per 6 or more in one day of training
Academic credits in a related field earned at an accredited college or university*	2 per credit unit maximum 6
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

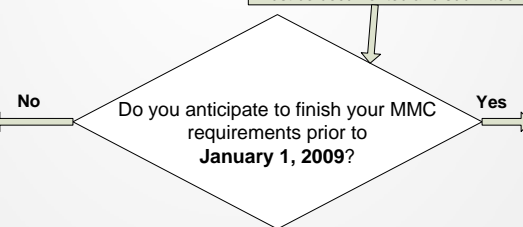
*Examples of acceptable fields of study include public administration, political science, business administration, municipal management, municipal finance, governmental accounting, records management, urban affairs, and urban planning
**Prior to attending an education or certificate program offered by other organizations, the students shall seek and obtain approval from the IIMC Education Department

Table 1
MMC Advanced Education (60 points, 120 hours)

	Points
Completion of an IIMC- approved Academy program	3 per 6 hours or more in 1 day
Academic credits in a related field earned at an accredited college or university	2 per credit unit
Certificate from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of training)	7 points
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
Completion of an IIMC- approved self-study Program	vary with program
Personal accomplishments of educational benefit to the profession	2 points
Teacher or Trainer at an IIMC-recognized Institute or Municipal Clerk Education Program	1 per 6 hours of teaching/ training/preparation

Two-thirds (2/3) of the total points in the Advanced Education section may be obtained through distance education. Hours spent in distance education must be documented and submitted with your MMC Application

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 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
MMC Advanced Education (60 Points, 120 Hours)

	Points
Completion of 120 (60 points) of course work at an on land Institute. Two-thirds (2/3) of the minimum 120 hours of Institute training (40 hours) 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.	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 credit hour for a maximum of 6 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 6 points

*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 IIMC Education Department.

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