

# Mississippi Municipal Clerk Association

[www.mmcca.org](http://www.mmcca.org)

## APPLICATION FOR MS CERTIFIED MUNICIPAL CLERK DESIGNATION

\_\_\_\_\_ Certified Municipal Clerk-Collector (CMCC)  
\_\_\_\_\_ Certified Deputy Municipal Clerk-Collector (CDMCC)

Date: \_\_\_\_\_

### **APPLICATION FEES**

**The application fee is \$150.00 and will cover the cost of the plaques and pins.**

### **PERSONAL INFORMATION**

Name (Last, First, MI.) ↑ \_\_\_\_\_ Title ↑ \_\_\_\_\_

Municipality or Government Unit ↑ \_\_\_\_\_

Mailing Address (Street Address Required) ↑ \_\_\_\_\_ Suite/ Apt. # ↑ \_\_\_\_\_

City/State/Province/Country, ZIP/Postal Code ↑ \_\_\_\_\_

Email address ↑ \_\_\_\_\_

Phone number ↑ \_\_\_\_\_ Fax number ↑ \_\_\_\_\_

Date enrolled in education program ↑ \_\_\_\_\_ Title at time of enrollment ↑ \_\_\_\_\_

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

Name	Title	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

- I am currently a Municipal Clerk.
- I am currently a Deputy Clerk.
- I am currently an active member of the MS Municipal Clerk and Collector Association
- I have included supporting documentation for 100 points for CMCC.
- I have included supporting documentation for 85 points for CDMCC.
- I have attended the required business meeting of the MMCCA. 3 for CMCC or 1 for CDMCC
- I have enclosed the \$150 application fee which includes a CMC pin and Certificates
- (Deputy) I have enclosed a certified copy of the minutes verifying that I have been appointed to the position of Deputy City Clerk

BUSINESS MEETINGS ATTENDED WITHIN PAST FIVE (5) YEARS

Location	Date
_____	_____
_____	_____
_____	_____

I hereby apply for Certified Municipal Clerk or Deputy Clerk status with the Mississippi Municipal Clerks and Collectors Association, and attest that the

Signature \_\_\_\_\_ Date \_\_\_\_\_

ANY PERSON FOUND TO HAVE OBTAINED MS CMC DESIGNATIONS UNDER FALSE PRETENSES  
WILL HAVE THEIR DESIGNATIONS RESCINDED.

**MMCCA Code of Ethics**

Believing in freedom throughout the world allowing increased cooperation between Municipal Clerks and other officials, locally, nationally and internationally, I

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as a Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUIRED POINTS:**

**CMCC - 100 POINTS: 60 EDUCATION POINTS, 30 EXPERIENCE POINTS AND 10 POINTS FROM EITHER CATEGORY**

**CDMCC - 85 POINTS: 60 EDUCATION POINTS, 15 EXPERIENCE POINTS AND 10 POINTS FROM EITHER CATEGORY**

**EDUCATION- 60 points required - 70 points maximum**

**Satisfactory completion of 60 points (120 hours) of coursework at the Mississippi Municipal Clerks Institute or Academy.**

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

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

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

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

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

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

<u>Position</u>	<u>Mo./Yr.</u>	<u>Credits</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

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

**Attendance at IIMC Annual Conferences. 4 points each, 20 points maximum. Points used in this category may not be used for**

<u>Conference</u>	<u>Dates</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**TOTAL NUMBER OF EDUCATION POINTS**

0.00

0.00

**EXPERIENCE - 30 Points Required for CMCC  
15 Points Required for CDMCC**

► Applicants Must Document all Experience and Training Claimed in this Section

**Full-time Municipal Clerk with administrative responsibility. 6 points per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**Full-time Deputy Clerk with administrative responsibility. 5 points per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**Part-time Municipal or Deputy Clerk with administrative responsibility. 2 points per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**Part-time Municipal or Deputy Clerk with no administrative responsibility. 1 point per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

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

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**Administrative position in other employment. 1 point per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

**MUNICIPAL CLERKS CONFERENCES**

**Attendance at IIMC Annual Conferences. 4 points each, 20 points maximum. Points used in this category may not be used for**

<u>Conference</u>	<u>Dates</u>	<u>Est. Points</u>	<u>MMCCA ONLY</u>

Attendance at Municipal Clerk related Conferences (example: IIMC Regional Meetings, Municipal Clerk Conferences and Municipal League Conferences). 1 point per 6 or more hours per day.

EX: Certification Update 2 pts; Ole Miss Seminar 2 pts; MML Annual Conference 3 pts; MML Mid Winter 1 pt; MML Small Town 1 pt; Court Clerk Seminar 1 pt; State Agency Meeting/Program 1 pt

Conference	Dates	Est. Points	MMCCA ONLY

**CONTINUING EDUCATION**

► Proof of completion is needed for all Continuing Education Courses

Education courses, college non-degree related courses, and in-service training relating to your position as Municipal Clerk. 1 point per 6 hours, 10 points maximum.

Course	Organization	Month/Year Obtained	Est. Points	MMCCA ONLY

Completion of MMCA course(s). 1 point per 2 hours, 10 points maximum.

Course	Organization	Month/Year Obtained	Est. Points	MMCCA ONLY

Satisfactory completion of IIMC-approved Distance Education or self-study courses. Points may vary with course 15 points maximum.

Course	Organization	Month/Year Obtained	Est. Points	MMCCA ONLY

**BUSINESS OR VOCATIONAL SCHOOL COURSES**

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

Certification	Organization	Month/Year Obtained	Est. Points	MMCCA ONLY

**COLLEGE OR UNIVERSITY COURSES**

Relevant college or university course credits not used for Education. 1 point per credit hour, 24 points maximum.

To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must relate to the Municipal Clerk's position. Related fields include, but are not limited to: public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences. A transcript of the courses used here **MUST** accompany this Application.

Course	University/ College	Month/Year Obtained	Est. Points	MMCCA ONLY

**TOTAL EXPERIENCE POINTS**



**TOTAL APPLICATION POINTS**



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

Signature: \_\_\_\_\_