



# Michigan Association of Municipal Clerks

Certified Michigan Municipal Clerk (CMMC)

## Recertification Application

Active Michigan Association of Municipal Clerks (MAMC) Members may apply for CMMC Recertification. Details and requirements to apply can be found in the Education and Certification Guidelines. Documented proof for each program, certification, or course work is required for approval.

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ CMMC Since \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### Requirements for CMMC – Recertification:

Recertification is required by December 31<sup>st</sup> in the year of expiration to retain CMMC Certification.

1. Must be a Michigan Association of Municipal Clerks member in good standing.
2. Requires having accumulated twenty (20) points as permissible by MAMC and identified in these guidelines.

Points earned prior to attaining original CMMC certification shall not be applied toward recertification. The point structure is equal to two (2) points for each 6 hours of class, or one (1) day.

**20 points required - Minimum 14 points must be MAMC education**  
**Maximum 4 points allowed for MAMC experience**

Conference, Education, Coursework or Experience Completed	Month/Year	Copy of Certificate Attached (✓)	Est. Points	MAMC Use
Required: Copy of current CMMC Certificate due to expire			N/A	

Education Requirements for CMMC Applicants	
Education	Point Values - 14 points (minimum allowed)
MAMC Summer Conference (Wed-Thur-Fri)	6 (2 points per day)
MAMC Master Academy (3-days)	6 (2 points per day)
Free Education Day	2
Clerking 101 @ Summer Conference (Tues)	2
Preconference Masters @ Summer Conference (Tues)	2
Miscellaneous Coursework*	6 Note: 2 on-line learning points maximum allowed

Experience Requirements for CMMC Applicants	
Experience - relative to the Clerk profession	Point Values - 4 points (maximum allowed)
Teaching class/speaking at MAMC or other Association events associated with the Clerk profession	1 point per class taught or per speaking event
Serving as an Officer of an Association relative to the Clerk profession	1 point per year served as an Officer of an Association relative to the Clerk profession

\*Coursework completed through the following organizations are pre-qualified under Miscellaneous Coursework: The State of Michigan Bureau of Elections, Michigan Townships Association, Michigan Municipal League, Michigan Government Finance Officers Association, International Institute of Municipal Clerks, Michigan Municipal Treasurer’s Association, National Association of Government Archives and Records Administrators, Association of Records Administrators, Federal Emergency Management Association, and ed2go Educational Learning. Coursework pertaining to the following is also approved: FOIA, Labor Law, Planning, and hours serving as a trainer.

The Director of Membership/CMMC will review applications that include Miscellaneous Coursework completed through an organization that has not been pre-qualified or documents submitted for experience points. A transcript must be provided for a college class completed through an accredited college or university, and the class must be related to the Clerk’s profession.

**COST:**

The application fee for CMMC recertification is \$75. Qualified applicants will receive a certificate. A slide-in certificate plaque is available for an additional \$40.

**NOTIFICATION:**

MAMC wants to boast about your accomplishment!

Council/Trustees

\_\_\_\_\_  
Name/Title/Address

Manager/Supervisor

\_\_\_\_\_  
Name/Title/Address

Media

\_\_\_\_\_  
Name/Address

*Note: Complete mailing information is required for notifications. Remember to include full name, title if applicable, and mailing address.*

I hereby submit my completed application for CMMC recertification and attest that the preceding statements and supporting documents are true and accurate to the best of my knowledge. If evidence to the contrary is discovered, I understand that the certification may be rescinded.

\_\_\_\_\_  
Applicant Signature/Title

\_\_\_\_\_  
Date

Checklist for submission:

- Completed, signed application
- Copies of certificates verifying course work or program completed
- \$75 application fee
- \$40 for a slide-in certificate plaque

Checks are payable to MAMC or pay on-line via credit card at [www.michiganclerks.org](http://www.michiganclerks.org).

Mail application to:  
**MAMC**  
**120 N. Washington Square, Suite 110A**  
**Lansing, MI 48933**

Questions:  
Email: [info@michiganclerks.org](mailto:info@michiganclerks.org)  
(517) 372-MAMC