



Michigan Association of Municipal Clerks

Education and Certification Guidelines

MISSION

The purpose of the Michigan Association of Municipal Clerks (MAMC) Board of Directors shall be to promote, enhance, and encourage the professional development and standing of municipal clerks through cooperation, communication, education and training by utilizing seminars, institutes and meetings; to promote and encourage improvement of methods and procedures of duties performed by Clerks; and to address legislative matters relating to the municipal clerk's responsibilities.

PHILOSOPHY

MAMC believes in providing education and professional development programs and opportunities for its members on an on-going basis. MAMC recognizes and understands the varying needs of Township, City, and Village Clerks in communities, big and small, across the State of Michigan. For this reason, our organization has developed the Certified Michigan Municipal Clerk (CMMC) designation and re-certification programs. MAMC values a re-certification program due to the diverse responsibilities among clerks, and encourages continuing education through professional organizations such as the International Institute of Municipal Clerks, Michigan Township Association, Michigan Municipal League, State of Michigan Bureau of Elections, Michigan Government Financial Officers Association, and accredited Universities and Colleges. MAMC is also committed to providing quality educational sessions at the annual summer conference, Master Academy, Free Education Day, and Clerking 101.

Re-certification will be awarded to clerks who prove dedication to continual education in subjects relating to the municipal clerk's occupation, as well as personal and professional development focused on improving leadership. The curriculum approved and provided by MAMC, together with partner organizations, will supply the tools necessary to achieve academic and professional success affording clerks the opportunity to attain further recognition by the public and governmental authorities.

CERTIFIED MICHIGAN MUNICIPAL CLERK (CMMC) DESIGNATION

The Certified Michigan Municipal Clerk designation is an honor granted a clerk who is dedicated to the profession and committed to operating the office with the highest level of integrity attained through educational perseverance. Many laws regulate clerks office operations, such as elections, finance, open meetings, Freedom of Information, records retention, human resources, personnel management, and more. Rapidly changing laws place a high-level of importance on awareness, education on the amendments, and related effects that changes will have on our municipalities as a whole in order to arm clerks with knowledge necessary to implement effective management.

The CMMC designation provides for two levels of certification:

1. CMMC;
2. CMMC Recertification.

Certified Michigan Municipal Clerks (CMMC) designation requirements:

1. Applicant is an active member of the MAMC.
2. Submission of a CMMC Certification or Recertification Application.
3. Submission of the applicable application fee.
4. Provides supporting documentation, which includes:
 - o Name of the applicant.
 - o Date of attendance, title/description/nature of work, and number of hours.(Note: Examples of supporting documentation include copies of certificate of completion, Certificate of Attendance, official college transcript, etc.)

MAMC is unable to send, mail, copy, or otherwise disseminate any Applications and/or supporting documentation once received, therefore do not send originals.

Requirements for CMMC:

1. Must be an active member of MAMC.
2. Must have accomplished one of the following:
 - a. Completed Michigan Municipal Clerk’s Institute (MMCI);
 - b. Attained IIMC – CMC Certification;
 - c. Attained IIMC – MMC Certification.

Requirements for CMMC Recertification:

In order to maintain CMMC Certification, recertification is required every three (3) years by December 31st.

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 CMMC designation shall not be applied toward attaining CMMC 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**

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.