



TO: **MUNICIPAL CLERKS, CLERK-TREASURERS & DEPUTY CLERKS**
FROM: Linda Aire-Naranjo, Program Development & Training Director
SUBJECT: **CLERKS CERTIFICATION INSTITUTE - YEAR 1, SERIES 12**
DATE: August 16, 2016

We are pleased to announce Year 1, Series 12 of the New Mexico Municipal Clerks Certification Program scheduled for October 17-21 in Albuquerque at the MCM Elegante Hotel, 2020 Menaul NE, 866-650-4900 or 505-884-2511, www.mcmelegantealbuquerque.com. As you know, this is a three-year course of study designed to enhance the duties of Municipal Clerks. The Institute will be conducted jointly by the University of New Mexico and the New Mexico Municipal League.

ATTENTION NEW CLERKS/DEPUTY CLERKS: If you are interested in becoming a Certified Municipal Clerk, you must attend the Clerks Certification Institute first before you enter the Master Municipal Clerk Academy which is the advanced certification program. If you are not interested in becoming certified, then you are welcome to attend the Academy program only. The Institute is only open to those clerks pursuing certification.

GENERAL INFORMATION

Institute Purpose

The New Mexico Municipal Clerks Certification Institute is an intensive program of continuing professional education for municipal and deputy municipal clerks. The purpose is to assist clerks in developing and maintaining the high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. Population changes, increased municipal responsibilities, and extensive social and legislative change have increased both the difficulty and the importance of the clerk's function. With increased responsibility comes a need for professional education to aid the municipal clerk in acquiring necessary new skills and knowledge, while developing and strengthening those already in use.

What is IIMC Certification?

A CMC (Certified Municipal Clerk) certification is a distinction granted by the International Institute of Municipal Clerks (IIMC) to Clerks who have completed three years of full attendance at a recognized institute and fulfilled other educational or non-educational requirements. CMC means that a Clerk has had 120 hours of continuing professional education in public administration. The Institute must provide instruction in public administration and personal development to be recognized by IIMC. Attendance is required at the Institute if you wish to apply for your CMC. You must be an active member of IIMC for two years.

The New Mexico Municipal Clerks Certification Institute offers a total of 120 hours of study over a three-year period in the categories listed below:

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| 1. Public Administration & Organization | 50 % |
| 2. Social & Interpersonal Issues | 30 % |
| 3. Electives | 20 % |

SPECIAL ATTENTION: The following are the requirements for obtaining the Certified Municipal Clerk (CMC) designation:

1. Be a clerk or a deputy clerk or perform the duties as defined by IIMC.
2. Be an active member of IIMC for two years. **NOTE:** As part of your Institute registration fee, your IIMC annual dues will be paid following the October Institute. Refer to page 5 – IIMC Membership Dues.
3. Affirm and practice the IIMC Code of Ethics.
4. Submit the Application for Admission along with the \$50 non-refundable Application enrollment fee. This \$50 will be applied to the total \$100 cost of CMC certification that includes a certificate and a lapel pin only; additional \$40 for walnut plaque - optional. Attention **Year I Participants:** Please submit the Admission Application either prior to or immediately after attendance of your first Institute. Refer to page 5.
- *5. Complete and submit an IIMC Application for CMC Designation (point request form) accompanied by required supporting documentation. Refer to page 5 – IIMC Certification Application.
6. Perform the core duties of a municipal clerk by serving a Legislative Government Body (LGB) in an administrative capacity with management responsibilities, which would include four (4) of the following:
 - a. General Management
 - b. Records Management
 - c. Elections
 - d. Meeting Administration
 - e. Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
 - f. Human Resources Management
 - g. Financial Management
 - h. Custody of the official seal and execution of official documents
7. Deputy Clerks must perform at least four (4) of the eight core duties above (a-h).
8. Attain sixty (60) points in the Education category.
9. Attain fifty (50) points in the Experience category.

Credit earned while a CMC designee awaits nothing but the fulfillment of the two-year IIMC membership requirement for the receipt of the CMC designation, may be counted towards the Master Municipal Clerk (MMC) requirements.

*Upon the completion of all CMC requirements, you will submit an Application for CMC designation to the IIMC. The initial \$50.00 enrollment fee will be applied against the total cost of CMC Certification of \$100 which includes a certificate and lapel pin. For an additional \$40.00, applicants have the option to purchase a walnut plaque. In this case the total cost for certification is \$140.

IIMC documents (applications, etc.) can be obtained from their website at www.iimc.com, click on Education. Refer to page 5 regarding this.

IMPORTANT MESSAGE: To help you fulfill the point requirements for both the CMC and the MMC programs, we propose to offer six (6) hours of education for candidates of both programs prior to convening the Association Spring Conference every April as well as for the Election School on odd-numbered years in November. Therefore, please make note of this to plan your schedules accordingly.

REGISTRATION

The registration fee will be \$500.00 to each participant. The fee includes tuition, course materials, instructors, your municipality's IIMC annual membership dues, and Sunday and Thursday Dinners (Banquet) and Lunch each day. THERE WILL BE NO SPLIT REGISTRATIONS AND PAYMENT FOR THE INSTITUTE MUST BE MADE IN ADVANCE. (Individuals applying for scholarships need not send in a payment unless they are not awarded a scholarship. Then payment must be made prior to the Institute.) **The Institute registration form is attached (via email) and due by October 3rd. It is also posted at www.nmml.org, click on Subsections then on Clerks & Finance Officers.**

Registration is limited to the first 30 individuals applying to the Institute. Preference will be given to third year participants.

Registration check-in time for the Institute is Sunday at 3:30 pm. **URGENT NOTE:** IN ORDER TO RECEIVE INSTITUTE AS WELL AS UNIVERSITY CREDIT, YOU MUST BE IN ATTENDANCE THROUGHOUT THE INSTITUTE. IF YOU CANNOT ATTEND THE SESSIONS FOR THE FULL WEEK, PLEASE DO NOT REGISTER. This rule is necessary since this is a University sponsored Institute with a classroom schedule. **The Preliminary Institute Program is attached (via email) and is also posted at www.nmml.org, click on Subsections then click on Clerks & Finance Officers.**

LODGING & MEALS

Overnight accommodations are your responsibility *unless you are awarded a scholarship*. (Scholarships cover lodging with double occupancy -- room sharing) **THE MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION BOARD OF DIRECTORS STRONGLY ENCOURAGES YOU TO SHARE A ROOM TO HELP KEEP YOUR MUNICIPALITY'S COSTS DOWN.**

NOTE: If you need assistance finding a roommate, please contact, Mariah Romero at mromero@nmml.org, and we will upload a list periodically of those wishing to share a room on our website at www.nmml.org/events/training.

A room block has been set-up at the MCM Elegante Hotel for a special rate of \$83.00 for Single or Double occupancy, plus tax that includes a complimentary full hot breakfast buffet each morning in the Rustler's Steakhouse. **The cut-off date for this special rate is September 26th thereafter rooms will be on an availability basis at the regular rates.** Please make your reservations by calling the Hotel directly at toll free 866-650-4900 or 505-884-2511 and **ask for the New Mexico Municipal Clerks Institute Room Block.**

IMPORTANT: **The Board also highly recommends that you stay at the MCM Elegante Hotel** as sessions begin promptly at 8:00 am each day. *Attendance is mandatory and will be monitored in order to obtain full credit toward certification requirements.* In addition, it is also important to be housed at the MCM Elegante so that you can work with your colleagues at the end of the day and in the evenings on the required paper to exchange ideas and concerns, and it promotes networking as well. **Urgent:** Please note that if the group does not fill the contracted room block with the MCM Elegante, there will be financial consequences for the Association this year which may translate into higher registration fees in the future.

NOTE: The MCM Elegante offers free wireless high speed internet throughout the hotel including guest rooms. Hotel check-in is at 3:00 pm and check-out time is at 12:00 Noon (Friday).

Meals included in the registration fee are Sunday dinner, Thursday Banquet dinner, and lunch (5) each day.

SCHOLARSHIPS

Financial aid is available in the form of scholarships from the New Mexico Municipal Clerks and Finance Officers Association. **IMPORTANT:** A Scholarship covers the registration fee and lodging with double occupancy (room sharing) for 5 nights -- Sunday through Thursday, check-out Friday. Scholarships are based on mandatory room sharing. Roommates will be assigned after scholarship awards have been determined (early October). Reservations will be made for scholarship recipients.

A limited number of scholarships are available. **NOTE: For those interested, the Scholarship Eligibility Requirements and the Scholarship Application Form (deadline 9/23/16) are attached (via email) and are also posted at www.nmml.org, click on Subsections then on Clerks & Finance Officers.**

UNIVERSITY CREDIT

Three (3) hours of course credit will be applied for through the University of New Mexico Continuing Education Division for each Institute Program. You will be required to fill out a form and submit a minimal fee. If interested, please plan to pay by check preferably. Further details will be available at the Institute Orientation on Monday morning.

MATERIALS FOR INSTITUTE

You will be given a 3-ring binder notebook to be used for all three years of attendance. Please take good care of it. If you lose your notebook, you will be charged an additional \$30.00 for a replacement.

IMPORTANT: An Institute paper will be assigned on Monday morning and will be due Wednesday morning. To assist you with your paper assignment, please bring a lap top computer/printer, and paper or tablets, and pens. To ensure that students will have ample time to work on the papers, no evening activity has been scheduled.

THE PARTICIPANTS

Your fellow students will be your professional counterparts from large and small municipalities with whom you will exchange concerns, problems, and solutions - even some hearty laughs. From this sharing, warm friendships emerge and last which creates a networking amongst your state-wide peers. Some years, we have the privilege of hosting one or two out-of-state clerks.

MISCELLANEOUS INFORMATION

IIMC Membership Dues

Annual membership dues to the International Institute of Municipal Clerks are included as part of your Institute registration fee. **DO NOT PAY DUES BILLINGS FROM IIMC.** If you have already paid your dues for this year, you will be given credit however, it is recommended to contact IIMC to confirm.

IIMC Application for Admission

Immediately after attendance of your first Institute, fill out the Application for Admission form (this is your enrollment form in the CMC program) and be sure to mark the CMC box and include the \$50 fee. The Application for Admission lets IIMC know you are enrolling in the CMC program, and gets you placed in their system as a CMC candidate. This will also assist the IIMC Education Department in keeping you informed of any educational opportunities that IIMC Institutes may be offering. The Application for Admission can now be completed and submitted online.

IIMC Certification Application

It is not necessary to fill out IIMC's Certification application until after you have attended the Second Year Institute (unless you meet all criteria to certify). At that time, you can estimate the amount of points you lack in order to become certified. When you are ready to apply, please submit your certification application directly to the International Institute of Municipal Clerks.

Since there are IIMC Basic Requirements that you must fulfill prior to certification, I suggest that you begin the certification process by starting a file for yourself that will include required documents, for verification purposes, that you must submit at the time you apply.

IIMC Documents

You can obtain various IIMC Documents from the IIMC website at www.iimc.com. Specifically, for the Certification Application, click on Education then on CMC Program. The Application for Certification lists the certification requirements and points for obtaining the CMC designation. It is strongly recommended that you familiarize yourself with the certification requirements and the application process. For questions, please refer to the last paragraph below.

NMML Workshops, Seminars, Conferences

It is possible for you to receive points toward certification under the Experience category for any eligible NM Municipal League (NMML) workshops, seminars, conferences, etc. that you have attended in the past. For copies of those programs, please contact Jackie Portillo at the NMML Office by either calling her at 800-432-2036 or by email at jportillo@nmml.org.



If you have any questions on the Certification application process, please contact IIMC: Education Assistant Kellie Siggson at Kellie@iimc.com or Certification Manager Ashley DiBlasi at ashley@iimc.com **or call** (800) 251-1639 or (909) 944-4162; Fax (909) 944-8545. The IIMC office is located at 8331 Utica Ave., Suite 200, Rancho Cucamonga, CA 91730.

If you have any general questions, please call me at the NMML Office.