



**TO: MUNICIPAL CLERK-TREASURERS, DEPUTY CLERKS, MANAGERS, HUMAN RESOURCE DIRECTORS, ATTORNEYS AND OTHER INTERESTED MUNICIPAL EMPLOYEES**

**FROM:** Linda Alire-Naranjo, Program Development & Training Director

**SUBJECT: 2019 MASTER MUNICIPAL CLERK ACADEMY**

**DATE:** August 13, 2019

The New Mexico Municipal League (NMML) and the New Mexico Municipal Clerks & Finance Officers Association are pleased to announce the thirty-second Master Municipal Clerk Academy. The Academy will be conducted jointly by the NMML and the University of New Mexico. The Academy is scheduled for October 16-18, 2019 and begins Wednesday morning and runs through Friday at Noon. It will be held in Albuquerque at the [Ramada Plaza by Wyndham](#) (formerly MCM Elegante Hotel), 2020 Menual NE. Please refer to the hotel information below. (Further Academy details are listed below and on the next page).

The Academy is open not only to Certified Municipal Clerks and Deputy Clerks, but also to Clerks and Deputy Clerks who are not attending the Institute. We also invite City Managers, Human Resource Directors, Municipal Attorneys, and any other interested municipal officials to attend this Academy (please disregard certification requirements.) **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 attaining certification then you are welcome to attend the Academy Program only. The Certification Institute is only open to clerks/deputy clerks pursuing certification.

This Session will be held concurrently with the week-long Clerks Certification Institute scheduled for October 14<sup>th</sup>-18<sup>th</sup>. The Thursday, October 17<sup>th</sup> RECEPTION & BANQUET is for both the Academy and the Institute participants and will be held jointly.

### **GENERAL INFORMATION**

#### **Registration**

The registration fee is \$180.00 and covers the costs of course materials, instructors, breaks and the Thursday Evening Banquet. There will be no split registrations and payment for the Academy must be made in advance.

The Academy should have a minimum of 15 students. While every effort will be made to implement this thirty-second Academy Session, if the registration is less than fifteen, we will then make a decision whether to cancel.

#### **Lodging and Meals**

A room block has been set-up at the [Ramada Plaza by Wyndham](#) (formerly 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 restaurant. **The cut-off date for this special rate is September 30<sup>th</sup> 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 Clerk Academy Room Block.

You are on your own for all of your meals except for the Thursday Night Banquet which will be included in your registration fee. **NOTE:** The Ramada's rate includes a daily full hot breakfast.

#### **Materials for Academy**

You will be given a notebook at your first Academy to be used for speaker's handout materials during each Academy Session. Please take good care of these notebooks. If you lose your notebook, you will be charged an additional \$30.00 for a replacement. For those of you who have received a notebook at a previous Academy Session, please bring it with you. Handouts will be made available for insertion in your notebook.

### **What is the Master Municipal Clerk Academy (MMCA)?**

The MMCA Program establishes the ultimate professional designation for Municipal Clerks known as the Master Municipal Clerk (MMC). The MMC designation recognizes individual efforts in continuing professional education and exemplifies the professional designation beyond the Certified Municipal Clerk (CMC) level.

### **Master Municipal Clerk (MMC) Designation**

The Master Municipal Clerk (MMC) is the second and more advanced of the two professional designations granted by the International Institute of Municipal Clerks (IIMC). To qualify for entrance into the MMC program, an applicant must have already earned the CMC designation. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component a professional contribution component. MMC applicants must demonstrate that they have actively pursued educational and professional activities.

The educational requirements for the MMC are more complex and at a much higher level than those of the CMC program. The subject matters might be similar to those of the CMC courses; however, the breadth and depth of the MMC courses shall be more academically advanced.

**SPECIAL ATTENTION:** The following are the requirements for obtaining the MMC designation:

1. Hold a CMC designation in good standing.
2. Be an active member of IIMC.
3. Reaffirm IIMC's Code of Ethics.
4. Complete and submit the Application for Admission (program enrollment form) with the non-refundable enrollment fee of \$50 (applicable towards the total \$400 fee; additional \$40 for plaque fee - optional).
5. Complete and submit an IIMC Application for the MMC designation with required supporting documentation and appropriate fees.
6. Attain 60 points in the Advanced Education category.
7. Attain 40 points in Professional Contributions category. Excess Advanced Education up to a maximum of 20 points will be applied to Professional Contributions.
8. All points earned towards the MMC designation must be dated after any prior designation (i.e. CMC, CMC Recertification, or if applicable, any prior Levels). For example, if the applicant's CMC designation was obtained in March of 2008, no materials dated prior to March of 2008 will be accepted towards the MMC designation.

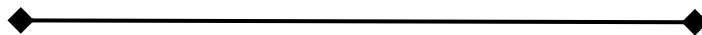
The MMC Program Admission Application and the MMC Application form can be obtained from [www.iimc.com](http://www.iimc.com), click on Education/Certification/Master Municipal Clerk (MMC) Program.

### **SPECIAL NOTE: CMC's WHO ARE NOT PURSUING ENTRANCE INTO THE MMC PROGRAM.**

All CMCs who wish to retain their CMC designation, and who do not plan to pursue an MMC designation, must remain a member of IIMC by renewing membership annually. This pertains to retired members as well.

If you have any questions on the Certification application process, please contact IIMC: Assistant Director of Professional Development Ashley DiBlasi at [ashley@iimc.com](mailto:ashley@iimc.com) or Education Associate Kellie Siggson at [Kellie@iimc.com](mailto:Kellie@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.

**IMPORTANT MESSAGE:** To help you fulfill the point requirements for both the MMC and the CMC programs, we propose to offer six (6) hours of education for candidates of both programs prior to convening the Association Spring Conference every April. Therefore, please make special note of this to plan your schedules accordingly.



If you are genuinely interested in attending the Academy, return the registration form to the League Office by October 1<sup>st</sup>. This will assist us to determine whether or not there will be enough participants enrolled to implement this Academy. To access the Registration Form and the Preliminary Program from our website, [click here](#). If you have any questions, please do not hesitate to call me at 1-800-432-2036. We look forward to a successful and effective 2019 Master Municipal Clerk Academy.