



TO: **MUNICIPAL CLERKS, CLERK-TREASURERS & DEPUTY CLERKS**  
FROM: Mariah Valdez, Interim Institute Director  
SUBJECT: **CLERKS CERTIFICATION INSTITUTE - YEAR 1, SERIES 14**  
DATE: September 8, 2022

We are pleased to announce Year 1, Series 14 of the New Mexico Municipal Clerks Certification Program. This year's Institute will be in person at the Embassy Suites and will also offer virtual Clerks 101 if you need a refresher.

The **In-Person Institute is scheduled for October 23-28, 2022**, at the Embassy Suites in Albuquerque, 1000 Woodward Place NE. 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 clerks/deputy clerks pursuing certification.

## **GENERAL INFORMATION**

### **Institute Purpose**

The New Mexico Municipal Clerks Certification Institute is an intensive program of continuing professional education for municipal clerks and deputy 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:

- |   |      |
|---|------|
| 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 4 – IIMC Membership Dues.
3. Affirm and practice the IIMC Code of Ethics.
4. Submit the Application for Admission with the \$50 non-refundable Application enrollment fee. This \$50 will be applied to the total \$125 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 immediately after attendance of your first Institute. Refer to page 4 – IIMC Application for Admission.
- \*5. Complete and submit an IIMC Application for CMC Designation (point request form) accompanied by required supporting documentation and fee. 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/admission fee will be applied against the total cost of CMC Certification of \$125 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 \$165. IIMC documents (applications, etc.) can be obtained from their website at [www.iimc.com](http://www.iimc.com), click on Education/Certification to Certified Municipal Clerk (CMC) Program. Refer to pages 4-5 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. Therefore, please make note of this to plan your schedules accordingly.

**REGISTRATION**

The registration fee for in-person Certification Institute is \$600.00 and includes tuition for both the Clerks 101 zoom sessions and Institute, course materials, instructors, your municipality's IIMC annual membership dues, Tuesday dinner, Thursday Reception, and Lunch each day. THERE WILL BE NO SPLIT REGISTRATIONS AND PAYMENT FOR THE INSTITUTE MUST BE MADE IN ADVANCE.

To access the Preliminary Program and Registration Information from our website, click [here](#). **The Institute registration deadline is due by October 17th.**

Registration check-in time for the Institute is Sunday, October 23rd from 3:30 – 5:30 pm. **URGENT NOTE:** IN ORDER TO RECEIVE INSTITUTE 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.

## **LODGING & MEALS**

Overnight accommodations are your responsibility.

A room block has been set-up at the Embassy Suites for a special rate of \$144.00 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 Sunday, October 2nd thereafter rooms will be on an availability basis at the regular rates.** Please make your reservations by calling the Hotel at toll free (800) EMBASSY. [Click here to make reservations online.](#)

**IMPORTANT:** **The Board also highly recommends that you stay at the Embassy Suites** 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 Embassy Suites so that you can work with your colleagues at the end of the day and in the evenings on the required assessments 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 Embassy Suites, there will be financial consequences for the Association this year which may translate into higher registration fees in the future.

**NOTE:** The Embassy Suites 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 Tuesday Reception, Thursday Reception, and lunch (4) each day.

## **SCHOLARSHIPS**

Information regarding the scholarships will be sent out next week.

## **MATERIALS FOR INSTITUTE**

Upon enrollment your first year, you will be provided with a 3-ring binder notebook **to be used for all three years of attendance for insertion of course materials.** Please take good care of it. If you lose your notebook, you will be charged an additional \$30.00 for a replacement.

**IMPORTANT:** You will be required to complete assessments for different sessions. All assessments will be due by Wednesday, November 23, 2022. To assist you with the completion of your assignment, **please bring a lap top computer,** and paper or tablets, and pens. To ensure that students will have ample time to work on the assessments, 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 ideas, 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 may be coming up. 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 submit application). 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 for you to include required supporting documents, for verification purposes, for each item you list on your application that you must submit with your application.

### **IIMC Documents**

From the IIMC website at [www.iimc.com](http://www.iimc.com), *click on Education/Certification then right tab to the Certified Municipal Clerk (CMC) Program* and scroll down to obtain various IIMC documents including a new CMC Certification Information Brochure, CMC Application Step-by-Step Process (*very helpful*), Application for Admission, Application for CMC Designation which 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 email at [jportillo@nmml.org](mailto:jportillo@nmml.org).

**COVID-safe practices:** Please note that by attending this event, you acknowledge that you have voluntarily accepted potential risk of exposure to COVID-19. As the indoor mask mandate has been lifted, we ask that you are respectful of attendees of the Certification Institute who choose to wear a mask during all indoor/outdoor portions of the event. We thank you for your attention to the health of your fellow guests, and we wish you a successful week in Albuquerque.



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.

If you have any general questions, please call or email Mariah Valdez at [mvaldez@nmml.org](mailto:mvaldez@nmml.org) (505) 992-3523 or Lisa Johnston [ljohnston@gmail.com](mailto:ljohnston@gmail.com) (575-703-8112).