



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

FROM: Mariah Valdez, Interim Institute Director

SUBJECT: **2022 MASTER MUNICIPAL CLERK ACADEMY**

DATE: September 14, 2022

The New Mexico Municipal League (NMML) and the New Mexico Municipal Clerks & Finance Officers Association are pleased to announce the thirty-fifth 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 26-28, 2022 and begins Wednesday afternoon and runs through Friday at Noon. It will be held in Albuquerque at the [Embassy Suites](#), 1000 Woodward Place, Albuquerque NM.

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 Clerks Certification Institute scheduled for October 23<sup>rd</sup> – 28<sup>th</sup>. The Thursday, October 27<sup>th</sup> RECEPTION is for both the Academy and the Institute participants and will be held jointly.

### **GENERAL INFORMATION**

#### **Registration**

The registration fee is \$250.00 and covers the costs of course materials, instructors, breaks and Thursday lunch and the Thursday Evening Reception. 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-fifth 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 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 (ask for the New Mexico Municipal Clerks Room Block) or [Click here to make reservations online](#).

You are on your own for all of your meals except for Thursday lunch and the Thursday Night Reception which will be included in your registration fee. **NOTE:** The Embassy Suites' rate includes a daily full hot breakfast and an evening reception.

#### **Materials for Academy**

All handouts will be made available electronically prior to the Academy and limited paper handouts will be supplied.

### **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.

If you have any questions on the Certification application process, please contact IIMC: 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.

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If you are interested in attending the Academy, return the registration form to the League Office by **October 2<sup>nd</sup>**. To access the Registration Form and the Preliminary Program from our website, [click here](#). If you have any questions, please call or email Mariah Valdez at [mvaldez@nmml.org](mailto:mvaldez@nmml.org) (505) 992-3523 or Lisa Johnston at [lcjohnston@gmail.com](mailto:lcjohnston@gmail.com) (575-703-8112). We look forward to a successful and effective 2022 Master Municipal Clerk Academy.