



**WHAT DOES IT ALL MEAN?**

Cheryl Douglas, MMC/RMC  
Chairperson, Education Development CMCI  
NYCOM Fall Training School  
September 2018

<p><b>CMC – Certified Municipal Clerk</b></p> <ul style="list-style-type: none"> <li>• Attend a three-year training program offering 120 credit hours required to become a CMC</li> <li>• Be an active member with IIMC for a minimum of 2 years before being certified</li> <li>• Application fee is \$125 (certificate and pin)</li> <li>• Must complete a CMC application for Admission with a non-refundable deposit of \$50 (applied towards total certification costs)</li> <li>• For an additional \$40 you can receive a walnut plaque</li> <li>• May continue to submit points before completion</li> <li>• Provide documentation for 110 points in each of two categories: 60 – education and 50 – experience</li> <li>• A letter of verification from your employer in your current position is required</li> <li>• For additional ways to earn points check out these opportunities: Online learning opportunities (some are free!) Athenian Leadership Dialogues IIMC Annual Conference – Usually held in May</li> <li>• IIMC Foundation will reimburse you for the cost of your Institute attendance up to \$400 through scholarships</li> <li>• As of August 2018 – 87 CMC’s in New York State.</li> <li>• More information can be found on IIMC website at <a href="http://www.iimc.com">www.iimc.com</a></li> </ul>	<p><b>MMC – Master Municipal Clerk</b></p> <ul style="list-style-type: none"> <li>• Must have CMC designation</li> <li>• Active member in IIMC</li> <li>• Fee is \$400</li> <li>• Must complete an MMC application for Admission for a fee of \$50 (applied towards total certification costs)</li> <li>• Application for MMC Designation balance is \$350 (certificate and pin)</li> <li>• For an additional \$40 you can get a walnut plaque</li> <li>• Recommend submitting paperwork yearly (or more often if necessary) with partial payments</li> <li>• Provide documentation for 100 points in each of two categories: 60 advance education category - 40 in professional contribution category</li> <li>• Points will only be given from CMC issuance date (except in the case of college degrees)</li> <li>• IIMC Foundation will reimburse you for the cost of your Academy attendance up to \$400</li> <li>• As of August 2018 – 21 MMC’s in New York State</li> <li>• More information can be found on IIMC website at <a href="http://www.iimc.com">www.iimc.com</a></li> </ul>
<p><b>Other Associations:</b>          NYALGRO – New York Association of Local Government Records Officers – <a href="http://www.nyalgro.org">www.nyalgro.org</a>          NYSSMFO – New York State Society of Municipal Finance Officers – <a href="http://www.nysmunicipalfinanceofficers.org">www.nysmunicipalfinanceofficers.org</a>          NYSGFOA – New York State Finance Officers’ Association, Inc – <a href="http://www.nysgfoa.org">www.nysgfoa.org</a></p>	

**RMC – Registered Municipal Clerk**

- Educational/Professional Accomplishments
- Achieve 50 points in each of two categories: Education and Experience
- RMC certification expires in 3 years from date of issuance
- Recertification may be obtained upon completion of 18 hours of clerk in service education courses
- Fee is \$60 to apply and \$20 for recertifications
- It is required that you sign the attendance sheets at NYCOM Fall Training School in order to receive your points
- Questions can be directed to Bonnie Page at the Village of Speculator [speculat@frontiernet.net](mailto:speculat@frontiernet.net)
- Applications can be obtained on the website at [www.nysclerks.com](http://www.nysclerks.com)



**NYSACVC – New York State Association of City and Village Clerks**

- Established in 1908
- The Association provides a medium for the exchange of ideas and experiences
- Yearly dues \$50
- Scholarships are given out each year for members working on their CMC or MMC, the amount of each scholarship will be dependent on the number of successful applications, as well as other scholarships received by applicant. Applications can be submitted January 1 to June 1 but all applications received after the deadline of June 1 will be placed on a waiting list
- Scholarships given in the amount of \$500 for all applicants.
- Contact any member of the Executive Committee for questions or concerns
- Submit any articles of interest or pictures to the Bulletin Editor at [clerkbulletineditor@gmail.com](mailto:clerkbulletineditor@gmail.com)
- More information can be found on NYSACVC website at [www.nysclerks.com](http://www.nysclerks.com)

**Associations: (Check to see if you have a local one):**  
 LIVCTA – Long Island Village Clerks & Treasurers Association  
 NCAVCT – North Country Association Village Clerks/Treasurers  
 AMCVS – Association of Monroe County Village Clerks – Monroe County  
 WCMCTA – Westchester County Municipal Clerks/Treasurers Association (Westchester County)

RCVCFOA – Rockland County Village Clerk and Finance Officers Association (Rockland County)  
 CNYA – Central New York Association  
 CDC – Capital District Chapter  
 MAO – Municipal Administrative Officers – Erie County  
 \*\*See last page of “The Bulletin” for contact information



### **IIMC – International Institute of Municipal Clerks**

- Annual Conference usually held in May all over North America
- IIMC offers Annual Conference Grants
- At Annual Conference earn 1 point for every 2 in-class hours
- Earn 8 points for the whole conference
- Attend an Athenian Dialogue to earn up to 11 points
- IIMC Region I Annual Meeting usually held in late winter/early spring – rotating between seven states
- The IIMC Foundation offers 3 types of financial assistance:  
CMC/MMC Scholarships  
IIMC Annual Conference Grants  
IIMC Region Stipends  
For the 2018-2019 year recipients received a \$400 CMC or \$400 MMC scholarship reimbursement, after completion of the program.
- More information can be found on IIMC website at [www.iimc.com](http://www.iimc.com)



### **IIMC Region 1 – CT, MA, ME, NH, NY, RI, VT**

- Annual meeting held in later winter/early spring
- Rotates between all seven states
- Education points depends on whether an IIMC approved institute is sponsoring it or not
- Approved institute (NEMCI&A) held at Plymouth University, Plymouth, NH
- Region I Directors are:  
Sandy Pinsonault, MMC, Town Clerk, Town of Dorset, VT (2021) [dorsetclerk@gmail.com](mailto:dorsetclerk@gmail.com)  
Joe Powers, MMC, Town Clerk, Town of Wellfleet, MA (2019) [joseph.powers@wellfleet-ma.gov](mailto:joseph.powers@wellfleet-ma.gov)
- More information can be found on IIMC website at [www.iimc.com](http://www.iimc.com)



### **NYMCI – New York Municipal Clerk’s Institute**

- Presently being held at Rockefeller Institute of Government in Albany, NY (Est. 2017)
- Usually held in July
- Cost: \$990 (check website for other options)
- Three-year training program (4 days each year)
- 32 credit hours towards CMC
- Who can register: City, town, and village clerks, deputy clerks, clerks of county legislative boards, other municipal officials who seek professional development; those who need credits to maintain their CMC status; CMC who want to continue working towards their MMC (Projected Start Date 2019)
- Partners in this effort are: New York State Association of City and Village Clerks; New York State Town Clerk’s Association; New York State Association of County Clerks Legislative Board; New York Conference of Mayors; Association of Towns-NY
- More information can be found on NYMCI website at [www.rockinst.org](http://www.rockinst.org)



### **NYCOM – New York Conference of Mayors**

- Established in 1910
- NYCOM is a readily accessible source of practical information touching upon every area of municipal activity
- Fall Training School usually held in September
- Three primary affiliates: NYS Association of City and Village Clerks, NYS City/County Management Association, and NYS Society of Municipal Finance Officers
- Sign the attendance sheets in the class sessions at Fall Training School to earn points
- Save your conference agendas and proof of attendance for submission to IIMC for points
- More information can be found on NYCOM website at [www.nycom.org](http://www.nycom.org)