

# MASTER MUNICIPAL CLERK (MMC) STEP-BY-STEP PROCESS

Applying for the Master Municipal Clerk (MMC) designation, and don't know how to go about it? We're here to help!

**Step #1:** If you have your Certified Municipal Clerk (CMC) designation, and are a member in good standing fill out the [Application for Admission](#) (this is your enrollment form into the MMC program), make be sure to mark the MMC box and include your fees (discussed below). The Application for Admission lets IIMC know you are enrolling in the MMC program, and gets you placed in our system as an MMC candidate.

If you do not have your CMC, please contact Education Assistant, Kellie Siggson (kellie@iimc.com) for information regarding the CMC Designation.

**Step #2:** To obtain the MMC you will require 60 points of Advanced Education, as well as 40 points of Professional points, for a grand total of **100** points. **\*\*Please note that all materials to be reviewed for MMC credit must be completed after the achievement of your CMC. Review the MMC section of [the Education Guidelines](#) for more information.**

**Step #3:** Send in the [Application for MMC Designation](#) (this is considered your "point request form," along with all supporting documentation. IIMC is unable to review any materials that are not accompanied by this form. Once received (review time is approx. 3 weeks), the Education Department will review your information and email you a status report. At that time, you are encouraged to contact us to go over your review in detail over the phone.

Remember that you do not need to have all of your points in order to submit your application! We are happy to review what you have now to give you a firm assessment of your points and accept supplemental applications down the road.

**Step #4:** If you have completed the point requirements for your MMC Designation and paid the fees, IIMC will send you a notification of your accomplishments and your certificate and pin will be mailed to you. If your application is incomplete you will be asked to submit additional information, complete with a fresh Application for MMC Designation documenting new items along with supporting documentation.

**Fees:** The cost of the MMC certification is \$400.00. You have the option of paying this fee in full, up front or breaking it up into the following installments:

- Application for Admission Fee                      \$50 (non-refundable)
- Application for MMC Designation Fee            \$350 (non-refundable)
- Plaque Fee    \$40 (optional)

Please feel free to contact Education Assistant, Kellie Siggson at [kellie@iimc.com](mailto:kellie@iimc.com) with your MMC questions.