



# WHAT DOES IT ALL MEAN?

## An In depth explanation



New York State Society of  
*Municipal Finance Officers*



NEW YORK STATE  
MUNICIPAL CLERKS INSTITUTE

Certified Municipal Clerk (CMC) Program/Certification  
Master Municipal Clerk (MMC) Program/Certification  
Registered Municipal Clerk (RMC) Program/Certification  
Credentialed Municipal Finance Officer (CMFO) Program/Certification

## MEMBERSHIP & ASSOCIATIONS

<b>NYCOM</b>	<b>NYSACVC</b>	<b>NYSSMFO</b>	<b>IIMC</b>
New York Conference of Mayors	New York State Association of City & Village Clerks	New York State Society of Municipal Finance Officers	International Institute of Municipal Clerks
Annual dues to maintain membership- any Village or City located in NYS	Annual dues to maintain membership Cost \$50.00/person	Annual dues to maintain membership Cost \$40.00/person	Annual dues to maintain membership Cost \$175.00/person
Established in 1910	Established in 1908	Established in 1956	Established in 1947
Membership allows access to resources, webinars, network of colleagues and conferences	NYSACVC provides a medium for the exchange of ideas, questions/concerns, experiences, and the RMC certification designation	NYSSMFO provides a medium for the exchange of ideas, questions/concerns, experiences and the CMFO certification designation	IIMC is made up of 11 regions that span the globe NYS is in region 1 with CT, MA, ME, NH, NY, RI, VT
NYCOM is a readily accessible source of practical information touching upon every area of municipal government	Membership is open to any City or Village Clerk, either full time or part time, as well as deputy city or village clerks	Membership is open to any full or part time, municipal finance officer, as well as deputy municipal finance officers	IIMC sponsors education programs, engages in research, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere
NYCOM staff are highly trained professionals with expertise in all aspects of municipal government  NYCOM regularly lobbies for legislation that is in the best interest of local governments	NYSACVC offers scholarships for members working toward their CMC or MMC designations from IIMC, the amount of each scholarship is dependent on the number of successful applications and the budgeted amount for scholarships by NYSACVC	The Thelma Pelych Scholarship has been awarded since 1993. It is not only a scholarship to pay for finance-related college classes, but it is also available for other educational purposes such as Excel, Word, and training of various subjects/programs that aid you in your educational advancement.	Annual conference usually held in May all over North America, location varies from year to year. IIMC conferences you earn 1 point for every 2 in-class hours, typically 8 points is awarded for the entire conference. If you attended an Athenian Dialogue in addition to the conference you could earn up to 11 points.
Primary affiliates of NYCOM include: *NYSACVC *NYS City/County Management Association *NYSSMFO	Scholarship applications can be submitted January 1 to June 1 to be considered on time, applications received after June 1 <sup>st</sup> will be placed on a waiting list	No deadlines are in place for scholarship submission-but priorities are given to treasurer/finance personnel pursuing higher education	IIMC Foundation offers 3 types of financial assistance: CMC/MMC scholarships IIMC Annual Conference Grants IIMC Region Stipends
NYCOM organizes and holds Fall Training School in conjunction with NYS Office of the State Comptroller	NYSACVC oversees the RMC program for all Cities and Villages in NYS	NYSSMFO oversees the CMFO program for all cities and Villages in NYS	To attend the NYSMCI you could apply for a scholarship from the NYSACVC and IIMC to become fully funded
Be sure to sign the attendance sheet for each class you attend while at FTS to earn education credits toward RMC/CMC/MMC/CMFO certifications	RMC designation is not mandatory, but is a professional designation that demonstrates educational & professional accomplishments	CMFO designation is not mandatory, but is a professional designation that demonstrates educational & professional accomplishments	IIMC Region 1 Annual meeting is usually held late winter/early spring and rotates between the 7 states. Education points are only available if the meeting is hosted by a IIMC approved institute
Save your conference agendas & proof of attendance for submission to IIMC for points towards CMC or MMC designation	Contact any member of the NYSACVC Executive committee with questions or concerns	Contact any member of the NYSSMFO Executive Committee with questions or concerns	CMC/MMC designations are not mandatory, but is a professional designation that demonstrates educational & professional accomplishments
<a href="http://www.nycom.org">www.nycom.org</a>	<a href="http://www.nysclerks.com">www.nysclerks.com</a>	<a href="http://www.nysmfo.com">www.nysmfo.com</a>	<a href="http://www.iimc.com">www.iimc.com</a>

## ACCREDITATION PROGRAMS

<b>RMC</b>	<b>CMFO</b>	<b>CMC</b>	<b>MMC</b>
<b><u>Registered Municipal Clerk</u></b> Awarded through NYSACVC	<b><u>Credentialed Municipal Finance Officer</u></b> Awarded through NYSSMFO	<b><u>Certified Municipal Clerk</u></b> Awarded through IIMC	<b><u>Master Municipal Clerk</u></b> Awarded through IIMC
Cost \$60.00 Recert \$20.00	Cost \$50.00 Recert \$20.00	Cost: \$125.00 With plaque \$165.00 (optional)	Cost: \$400.00 With plaque \$440.00 (optional)
The program was established to recognize educational and professional accomplishments in preparation for a municipal clerk career. The program serves to promote the continued education of municipal clerks to enable clerks to better serve their boards and community	The program is designed to promote continuing education and training of Municipal Finance Officers, so as to enable them to serve their community with confidence, skill and professionalism, as well as to be informed of the ever-changing government finance issues and mandates	Designed to enhance the job performance of the Clerk in small and large municipalities	Is an advanced continuing education program that prepares participants to perform more complex municipal duties
Must be a member of the NYSACVC in good standing or a regional clerks association member	Must be a member of the NYSSMFO in good standing	Must be an IIMC member for 2 years before designation will be awarded	Must have CMC designation and be an active member of IIMC
Obtain 50 education points through college degrees or classes, attendance at NYCOM Fall Training School, NYS OSC accounting school, or other association conferences, and webinars-documentation must be submitted with the application for verification	Obtain 50 education points through college degrees or classes, attendance at NYCOM Fall Training School, NYS OSC accounting school, or other association conferences, and webinars-documentation must be submitted with the application for verification	Must complete an <b><i>application for admission</i></b> form and send fee (\$50) to IIMC- this \$50 fee is a deposit toward the cost of the CMC, so \$75.00 would be remaining- this application can be done as soon as you decide to pursue the designation-must be completed before you can submit an <b><i>application for CMC designation</i></b>	Must complete an <b><i>application for admission</i></b> form and send fee (\$50) to IIMC- this \$50 fee is a deposit toward the cost of the CMC, so \$350.00 would be remaining-this application can be done as soon as you decide to pursue the designation-must be completed before you can submit an <b><i>application for MMC designation</i></b>
Also obtain 50 experience points through municipal service either in a full-time capacity or a part-time capacity, as well as various positions in business, federal or state government	Also obtain 50 experience points through municipal service either in a full-time capacity or a part-time capacity, as well as various positions in business, federal or state government	Obtain 60 points in education and 50 points in experience points=110 pts. Attending an accredited IIMC institute will give you the most points for your time, but you may use other classes/conferences -you must use the <b><i>application for CMC designation</i></b> for reference on points awarded and what category they fit under	Obtain 60 points in advanced education and 40 points in professional points=100 pts. Attending an accredited IIMC institute will give you the most points for your time, but you may use other classes/conferences- you must use the <b><i>application for MMC designation</i></b> for reference on points awarded and what category they fit under
Once the application is submitted with complete documentation and fee, you will be notified if the RMC designation has been awarded	Once the application is submitted with complete documentation and fee, you will be notified if the CMFO designation has been	The application for CMC designation is considered the "point request form". All points submitted must have supporting documentation as proof. You may also submit	It's recommended that you submit your paperwork annually (or more often) until you reach your designation to keep on track, you may also submit partial payments to



or if further points need to be obtained	awarded or if further points need to be obtained	partial payments to IIMC when you submit paperwork until your balance is paid in full	IIMC when you submit paperwork until your balance is paid in full
If the RMC designation has been obtained you will receive a certificate & plaque, as well as a pin-this can be mailed to the individual or presented at NYCOM FTS at the annual luncheon meeting	If the CMFO designation has been obtained you will receive a certificate & plaque, as well as a pin-this can be mailed to the individual or presented at NYCOM FTS at the annual luncheon meeting	Attend the 3 year municipal clerks institute program (NYS Municipal Clerks Institute) offering 120 credit hours needed to become a CMC	Points used toward MMC designation must be completed after CMC designation was awarded- except in the case of college degrees earned
Re-certification must be done every three years from the year of issuance. A minimum of 18 education points is need over the three year period and you cannot re-use points already submitted for the RMC designation	Re-certification must be done every three years from the year of issuance. A minimum of 18 education points is need over the three year period and you cannot re-use points already submitted for the CMFO designation	You may apply for scholarships from NYSACVC and IIMC Foundation to offset the cost of attending the clerks Institute-amount depends on number of applicants and budget	You may apply for scholarships from NYSACVC and IIMC Foundation to offset the cost of attending the clerks Institute-amount depends on number of applicants and budget
To complete recertification complete the recertification application and submit the fee of \$20.00- A new certificate will be awarded	To complete recertification complete the recertification application and submit the fee of \$20.00- A new certificate will be awarded	As of Dec. 2021- 76 people hold their CMC designation out of 1528 NYS municipalities That's an exclusive number and shows dedication to your profession	As of Dec. 2021- 22 people hold their MMC designation out of 1528 NYS municipalities That's an exclusive number and shows dedication to your profession
Contact Amanda Detschner (RMC Committee Chairperson) with any questions <a href="mailto:barkervillage@roadrunner.com">barkervillage@roadrunner.com</a>  <a href="http://www.nysclerks.com">www.nysclerks.com</a>	Contact Marianne Lobaccaro (CMFO Committee Chairperson) with any questions <a href="mailto:villageadministrator@villageofnorthhills.com">villageadministrator@villageofnorthhills.com</a>  <a href="http://www.nysmfo.com">www.nysmfo.com</a>	To maintain CMC status you must keep your IIMC membership current  Contact Kellie Siggson with any questions <a href="mailto:kellie@iimc.com">kellie@iimc.com</a>  <a href="http://www.iimc.com">www.iimc.com</a>	To maintain MMC status you must keep your IIMC membership current  Contact Kellie Siggson with any questions <a href="mailto:kellie@iimc.com">kellie@iimc.com</a>  <a href="http://www.iimc.com">www.iimc.com</a>


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## MEMBERSHIP & ASSOCIATIONS CONT.

OTHER REGIONAL ORGANIZATIONS:		
NY Association of Local Government Records Officers (NYALGRO)	A non-profit organization formed to provide a network to all who are responsible for records upkeep and information management for local governments, such as towns, counties, cooperative extensions, cities, fire districts, school districts, villages and BOCES	Dues required to become a member Sends Newsletters  Annual Conference in June  <a href="http://www.nyalgro.org">www.nyalgro.org</a>
NY State Government Finance Officers Association (NYSGFOA)	founded in 1978 as a not-for-profit professional membership organization. NYGFOA is composed of more than 1,110 public and private sector government finance professionals throughout New York State	Dues required to become a member Offers trainings & conferences  Annual Conference in April  <a href="http://www.nysfgoa.org">www.nysfgoa.org</a>
NY State Association of Tax Receivers & Collectors (NYSATRC)	The mission has been to provide education and assistance in understanding the responsibilities and duties of receivers and collectors within the state. This is accomplished by sponsoring educational seminars and meetings throughout the year that strengthen our knowledge and understanding of New York State Real Property Tax Law, General Municipal Law, and Public Officials Law, as well as any pending legislation	Dues required to become a member Offers trainings & conferences  Annual Conference in June  <a href="http://www.nysatrc.com">www.nysatrc.com</a>
Municipal Electric Utilities Association of NYS (NYSMEAU)	this association is to foster and advance the efficient operation of publicly owned and operated electric systems including the production, distribution, conservation and prudent use of electric power and energy for public service	Dues required to become a member Offers trainings & workshops  Holds a semi-annual conference  <a href="http://www.meua.org">www.meua.org</a>
NY Planning Federation (NYPF)	provides training, educational, and informational services to a broad range of members, enabling them to better assist themselves and their municipalities with development and land use decisions	Offers trainings & conferences  <a href="http://www.nypf.org">www.nypf.org</a>
NY Rural Water Association (NYRWA)	the goal of promoting the development, improvement, and sound operation of rural drinking water and wastewater systems throughout New York State. Consistent with our desire to protect the integrity of rural water resources, New York Rural Water Association recently expanded its scope to offer training, technical, and administrative assistance to rural communities and systems in need of capacity development	Annual membership dues Offers trainings, leak detection and conferences  Holds an annual conference  <a href="http://www.nyruralwater.org">www.nyruralwater.org</a>
NY Water Environmental Association (NYWEA)	the advancement of knowledge pertaining to water quality	Dues required to become a member Offers trainings & conferences  <a href="http://www.nywea.org">www.nywea.org</a>

NY State Assessors' Association (NYSAA)	to formalize the education and training process. Knowing that the tasks of developing curriculum, training instructors, writing textbooks, etc. NYSAA established a subsidiary organization known as the Institute of Assessing Officers (IAO)	Dues required to become a member Offers trainings & conferences  <a href="http://www.nyassessor.org">www.nyassessor.org</a>
NYS Association of Personnel and Civil Service Officers (NYSAPCSO)	further the administration of merit systems throughout the municipalities of the State of New York and to provide for educational and professional interaction amongst the members of the Association who administer the personnel and Civil Service offices	Dues required to become a member Offers trainings & conferences  <a href="http://www.nysapcso.org">www.nysapcso.org</a>
NYS Building Officials Conference (NYSBOC)	to provide assistance to members in various ways in the performance of their duties as Public Officials; to elevate the position of the Building Official compatible with the responsibilities and obligations placed upon the member; to promote efficiency in the administration of Building Departments; to foster cooperation between the members and others directly and indirectly allied with the building industry; to exchange ideas, information and facts concerning matters and problems of common interest	Dues required to become a member Offers trainings & conferences  <a href="http://www.nysboc.net">www.nysboc.net</a>
NYS Magistrates' Association	Exists to develop better methods and desirable improvement in the administration of the magistrate courts; to promote education and interchange of ideas and experience of magistrates to that end; and to promote appropriate legislation for these purposes	Dues required to become a member Offers trainings & conferences  <a href="http://www.nysma.net">www.nysma.net</a>
NYS Recreation and Park Society (NYSRPS)	principal organization advancing the value of parks, recreation, and leisure services through professional development of its members and citizen engagement	Dues required to become a member Offers trainings & conferences  <a href="https://newyorkstaterecreationandparksociety.wildapricot.org">https://newyorkstaterecreationandparksociety.wildapricot.org</a>

## REGIONAL CLERK ASSOCIATIONS:

LIVCTA- Long Island Village Clerks & Treasurer's Association
NCA-Jefferson County-North Country Association
MAO-Erie County-Municipal Administrative Officers
AMCVC-Monroe County-Association of Monroe County Village Clerks
WCMCA-Westchester County-Westchester County Municipal Clerks/Treasurer's Association
RCVCFOA-Rockland County-Rockland County Village Clerk and Finance Officers Association
CDC-Capital District Chapter
NCMCA-Niagara County Municipal Clerks Association
CNYA-Central New York Association

\*Check to see if you have a local association near you and get connected. Local associations usually meet more regularly and are a great network of colleagues to ask questions and get information when needed