

Requirements for MiPMC Advanced Certification Applicants	
MAMC Summer Conference (Wed-Thur-Fri)	6 (2 points per day)
MAMC Master Academy (3-days)	6 (2 points per day)
Free Education Day	2
2-Day Clerking 101 Bootcamp @ Summer Conference (Mon & Tues)	4 (2 points per day)
Preconference Masters @ Summer Conference (Tues)	2
Miscellaneous Coursework*	6 for Level Two 20 for Levels Three and Higher <i>Note: any or all of the points allowed under this category can be either in-person or on-line training</i>
Teaching class/speaking at MAMC or other Association events associated with the Clerk profession	1 point per class taught or per speaking event
Serving as an Officer of an Association relative to the Clerk profession	1 point per year served as an Officer of an Association relative to the Clerk profession

*Coursework completed through the following organizations are pre-qualified under Miscellaneous Coursework: The State of Michigan Bureau of Elections, Michigan Townships Association, Michigan Municipal League, Michigan Government Finance Officers Association, International Institute of Municipal Clerks, Michigan Municipal Treasurer’s Association, National Association of Government Archives and Records Administrators, Association of Records Administrators, Federal Emergency Management Association, and ed2go Educational Learning. Coursework pertaining to the following is also approved: FOIA, Labor Law, Planning, and hours serving as a trainer.

The Director of Membership/MiPMC will review applications that include Miscellaneous Coursework completed through an organization that has not been pre-qualified or documents submitted for experience points. A transcript must be provided for a college class completed through an accredited college or university, and the class must be related to the Clerk’s profession.

COST:

The application fee for MiPMC Level Two and beyond is \$50. Qualified applicants will receive a certificate. A slide-in certificate plaque is available for an additional \$40.

NOTIFICATION:

MAMC wants to boast about your accomplishment!

Council/Trustees

Name/Title/Address

Manager/Supervisor

Name/Title/Address

Media

Name/Address

Note: Complete mailing information is required for notifications. Remember to include full name, title if applicable, and mailing address.

I hereby submit my completed application for MiPMC Advanced Certification and attest that the preceding statements and supporting documents are true and accurate to the best of my knowledge. If evidence to the contrary is discovered, I understand that the certification may be rescinded.

Applicant Signature/Title

Date

Checklist for submission:

- Completed, signed application
- Copies of certificates verifying course work or program completed
- \$50 application fee
- \$40 for a slide-in certificate plaque

Checks are payable to MAMC or pay on-line via credit card at www.michiganclerks.org.

Mail application to:
MAMC
120 N. Washington Square, Suite 110A
Lansing, MI 48933

Questions:

Email: info@michiganclerks.org
(517) 372-MAMC