

Name

Michigan Association of Municipal Clerks

Michigan Professional Municipal Clerk (MiPMC) Advanced Certification Application

Active Michigan Association of Municipal Clerks (MAMC) Members with MiPMC Certification may apply for MiPMC Advanced Levels. Details and requirements to apply can be found in the <u>Education and Certification Guidelines</u>. Documented proof for each program, certification, or course work is required for approval.

Title

Munici	pality							
Addres	s							
City		State _	Zip	N	AiPMC Since	e		
Phone	Cell		Em	ail				
Require	ments for MiPMC Level Two:							
	ust be a Michigan Association of Municipal Clerks member in good standing. quires having accumulated twenty (20) points as permissible by MAMC and identified in these guidelines.							
Require	ments for MiPMC Level Three and Beyond	l:						
	ust be a Michigan Association of Municipal Clerks member in good standing. quires having accumulated fifty (50) points as permissible by MAMC and identified in these guidelines.							
Points earned prior to attaining original MiPMC certification shall not be applied toward additional levels. Applicants may apply for one level at a time. The point structure is equal to two (2) points for each 6 hours of class, or one (1) day.								
	Level Two: 20 Points Required	Leve	el: 5	0 Points Required (Ple	ase indicate	level requested)		
Confe	rence, Education, Coursework or Experien Completed	ce Moi	nth/Year	Copy of Certificate Attached (√)	Est. Points	MAMC Use		
Required: Copy of current MiPMC Certificate					N/A			

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 Note: any or all of the points allowed under this category can be either in-person or on-line training				
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:

(517) 372-MAMC

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:	Checks are payable to MAMC or pay on-line		
Completed, signed application	via credit card at www.michiganclerks.org.		
Copies of certificates verifying course work or program completed			
\$50 application fee	Mail application to: MAMC		
\$40 for a slide-in certificate plaque	120 N. Washington Square, Suite 110A		
Questions: Email: info@michiganclerks.org	Lansing, MI 48933		
Email. Info@michigancierks.org			