

The Certification that Matters in Michigan. Attain it, Wear it.

"As a new Certified Professional Municipal Clerk I was concerned that my opportunities for continuing education may be more limited now that I have achieved my MiPMC designation. In my opinion, the Michigan Professional Municipal Clerk (MiPMC) designation is an important tool for me to keep learning and growing as a clerk. Our duties as clerks require us to keep up on emerging trends in municipal government so we can provide our residents with the most efficient and highest quality service. What better way to keep abreast of the constant changes than to make continuing education and training the priority that it should be?"

I believe the MiPMC program will empower clerks by giving us the knowledge and confidence to better administer our duties in the ever-changing field of municipal government."

Marne McGrath, CMC
City Clerk
City of Ferndale



The **Michigan Professional Municipal Clerk** designation distinguishes those clerks whose education and training enhance their quality of service to the public and the municipality in which they serve. Professional development benefits the individual clerk, while improving the administration of local government. Whether elected or appointed, clerks serve a powerful role in coordinating public programs and influencing legislative initiatives. A Michigan Professional Municipal Clerk affords a community the very best in administering many of the following programs and services regulated by Federal, State, and local laws:

- Election Administration
- Freedom of Information Act Coordinator
- Open Meetings/Agenda Preparation
- Minutes/Parliamentary Procedure
- Treasury/Finance/Budgeting
- Notary Administration
- Records Management
- Human Resources/Personnel Management
- Zoning/Publications/Notices
- Licensing
- Passports
- Legislative Expertise and Influence

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MiPMC
Michigan Professional Municipal Clerk

Proudly sponsored by:
**Michigan Association of
Municipal Clerks**

Institute Director Endorses MiPMC

"It is difficult to imagine surviving in the ever changing reality of Michigan Clerks without the continuing education offered through the Clerks' Association Michigan Professional Clerk (MiPMC) program."

Lewis G. Bender, PhD
Professor Emeritus, Southern Illinois University Edwardsville
MAMC Institute Director and Facilitator



Achieve the certification you deserve and earned from years of education and training. The **Michigan Professional Municipal Clerk (MiPMC)** designation is an honor awarded by the Michigan Association of Municipal Clerks and is a valued certification for you as a Michigan clerk.

Distinguish yourself from your peers and highlight your commitment to professional development:

- Display the achievement of an honor granted for your dedication to the profession and commitment to operating your office with the highest level of integrity and know-how that was attained through educational perseverance.
- Qualify the investment in education and training, empowering you with the tools necessary to perform your duties. Encourage advanced level achievements to keep you current on ever-changing legal requirements pertaining to your various jobs functions.
- Provide added assurance to your municipality, board, constituents, residents, voters, and businesses through specialized education.



MiPMC ~ Ensuring Civic Relevance

Certifications

MiPMC Requirements:

1. Must be an active member of the MAMC.
2. Must have accomplished one of the following:
 - a. Completed Michigan Municipal Clerks Institute (MMCI);
 - b. Attained IIMC – CMC Certification;
 - c. Attained IIMC – MMC Certification.

MiPMC Level Two Requirements:

1. Automatic for clerks who previously recertified under CMMC
2. OR, 20 additional points since your last certification date

MiPMC Additional Levels Beyond Level Two:

1. 50 additional points from last certification

Cost

The application fee for MiPMC certification is \$100 and \$50 for each additional level. Qualified applicants will receive a certificate and a lapel pin. As an option, a slide-in certificate plaque is available for an additional cost of \$40.

Coursework and Locations

These certification programs encourage continual education through professional organizations such as:

- International Institute of Municipal Clerks
- Michigan Township Association
- Michigan Municipal League
- State of Michigan Bureau of Elections
- Michigan Government Financial Officers Association
- National Association of Government Archives and Records Administrators (NAGARA)
- Association of Records Managers Administrators (ARMA)
- Accredited Universities and Colleges
- MAMC's Educational Opportunities
 - Annual Summer Conference
 - Master Academy
 - Free Education Day
 - Clerking 101



For more information:

Contact MAMC at info@michiganclerks.org or (517) 372-MAMC

The MiPMC Education and Certification Guidelines and Application are available at www.michiganclerks.org