

MAMC MiPMC Program IIMC CMC/Program



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Director - Membership/MiPMC

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- MAMC Total Members – 988
- Total MiPMC Certifications – 479 (60 in 2023)
- Level 1 - 356
- Level 2 - 120
- Level 3 – 3

MiPMC Certifications

MiPMC and CMC...what's the difference?

MiPMC



- Michigan Association of Municipal Clerks (MAMC)
- Obtained by completing 3 years of Michigan Municipal Clerks Institute OR obtained MMC through IIMC
- Advanced “levels” (2,3,etc.) can be achieved after initial MiPMC certification

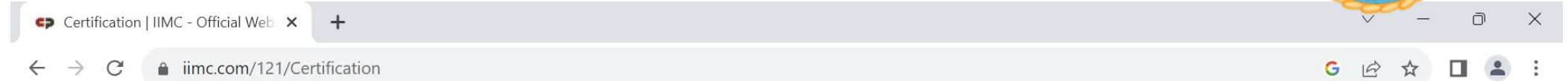
CMC



- International Institute of Municipal Clerks (IIMC)
- CMC (Certified Municipal Clerk) Obtained by completing the CMC program through the IIMC
- MMC (Master Municipal Clerk) can be achieved after initial CMC certification. Education Plus Program *new* (EPP) after MMC.

IIMC Certification

iimc.com



Certified Municipal Clerk (CMC)
Program

Master Municipal Clerk (MMC)
Program

Certification in Regions X & XI

Certification Questionnaire

[Home](#) > [Education](#) > [Certification](#)

Certification

Effective June 1, 2023, all certification designation applications must be submitted via the IIMC Education Certification portal. The portal may be accessed via the following links:

- CMC: <https://bit.ly/CMCDesApp>
- MMC: <https://bit.ly/MMCDesApp>

Please only submit your application **ONCE unless a member of the Education Certification Department specifically instructs you to do otherwise.** Following this procedure as outlined is extremely important for tracking purposes; duplicate submissions will disrupt and delay processing.

Please don't email, post, or fax application to IIMC since they will no longer be accepted. Moving forward, the Education Department will only process **complete** applications. IIMC will no longer accept or retain partial submissions.

Certified Municipal Clerk (CMC) Program

The [CMC program](#) is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in

Contact

**Dr. Jaimis "Jai" Ulrich,
Ed.D.**

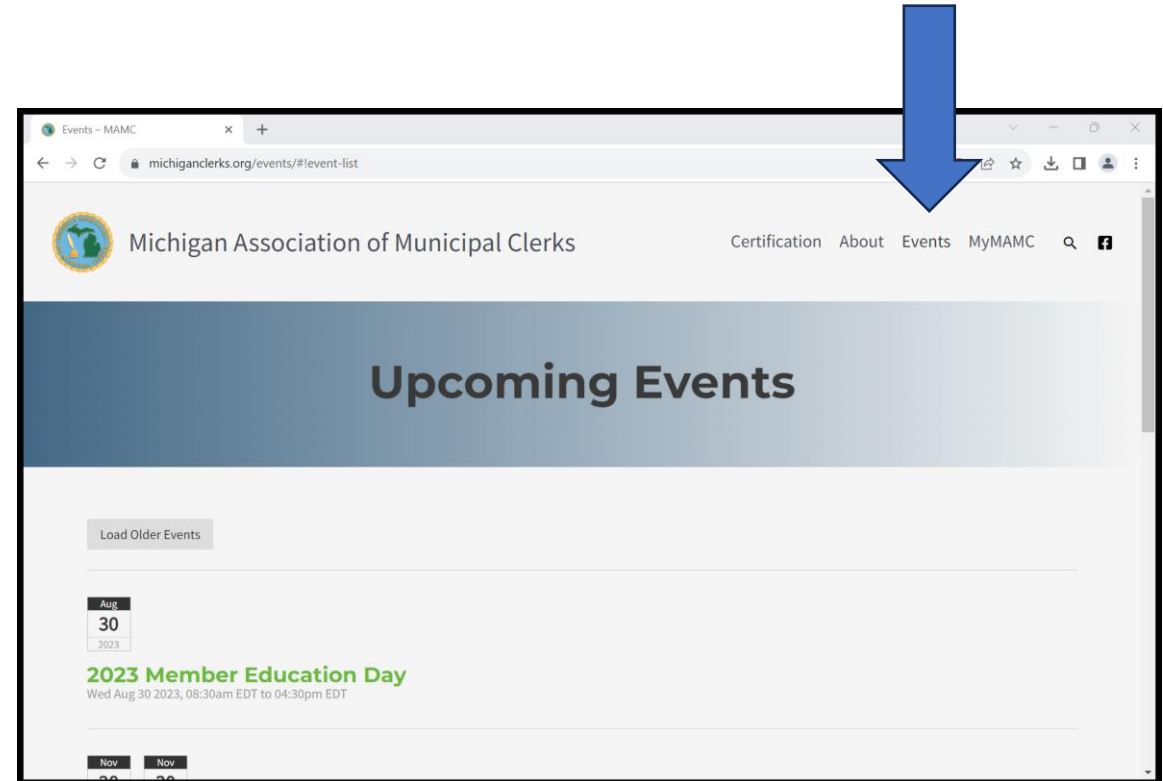
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Iris Hill

Education Coordinator
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MiPMC CERTIFICATION – 3 STEPS

1. Be an active member of MAMC, attend 3 years of institute.
2. Graduate institute.
3. Apply for MiPMC certificate online or by mail. Not automatic.



Where can I sign up for institute? Watch for Clerk's Institute in the EVENTS page of the MAMC website. michiganclerks.org

MiPMC ADVANCED CERTIFICATION



- From the date of your MiPMC Certification, start collecting points for advanced certification.
- MAMC member in good standing and:
 - LEVEL 2 – accumulate 20 POINTS
 - LEVEL 3 – accumulate 50 POINTS
- The point structure is outlined in the MAMC guidelines and on the **ADVANCED CERTIFICATION APPLICATION**

MAMC Certification Page

michiganclerks.org



MIPMC Certification Form – MAMC

michiganclerks.org/mipmc-certification-form/#!form/MIPMC

Michigan Association of Municipal Clerks

Certification About Events MyMAMC

MiPMC Certification Form

Active Michigan Association of Municipal Clerks (MAMC) Members may apply for MiPMC designation. Details and requirements to apply can be found in the [Education and Certification Guidelines](#). Documented proof for each program, certification, or course work is required to receive designation approval.

For Initial MiPMC Certification (first-time applicants):

1. Must be an active member of the Michigan Association of Municipal Clerks.
2. Must have accomplished one (1) of the following:
 - Graduated Michigan Municipal Clerks Institute (MMCI) (3 years)
 - Attained IIMC – MMC Certification

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

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.





- 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,
 - ed2go Educational Learning
- Coursework pertaining to the following is also approved: FOIA, Labor Law, Planning, and hours serving as a trainer.
- Other coursework should be submitted to the MiPMC director for approval.



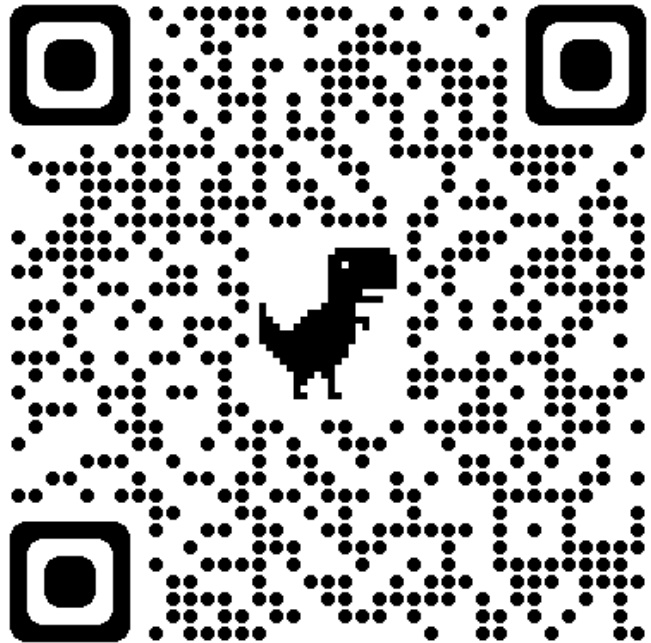
Helpful Hints



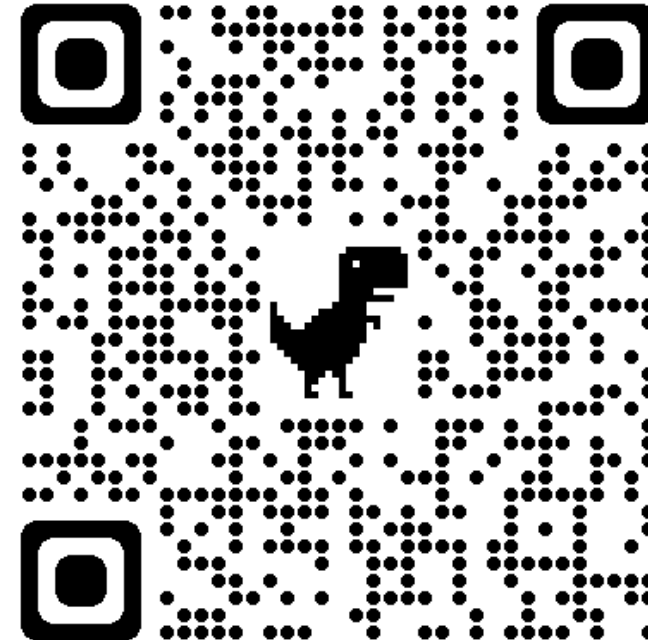
- **Create a “Me File”. Keep it organized to keep track of classes, points and certificates earned.**
- **Make a plan. Look at the application for MiPMC and the application for advanced certification prior to applying. Understand how to apply and what is accepted for documentation/points. Same applies to CMC.**
- **It’s about the journey- enjoy it!**
- **Your MAMC board is here to help. Please contact us with questions and suggestions.**



MAMC WEBSITE



IIMC WEBSITE



Questions?