



# MiPMC Certification

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# How Do I Get My MiPMC Certification?



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TWO WAYS:

1. Graduate from Michigan Municipal Clerk Institute

OR

2. Obtain a Master Municipal Clerk (MMC) certification from the International Institute of Municipal Clerks (IIMC).

# How to Apply:

After your third year of Clerk's Institute graduation:

- Fill out the MiPMC Application. Include your 3<sup>rd</sup> year institute certificate and payment.

OR

- Submit your MMC certificate with the MiPMC Application and payment. (See the IIMC webpage about CMC/MMC certification at [iimc.com](http://iimc.com))



Michigan Professional Municipal Clerk

## Michigan Association of Municipal Clerks

### Michigan Professional Municipal Clerk (MiPMC) Application

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.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Municipality \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**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:

Program Completed	Month/Year	Copy of Certificate Attached (✓)
<input type="checkbox"/> Graduated Michigan Municipal Clerks Institute (MMCI) (3 years)		
<input type="checkbox"/> Attained IIMC – MMC Certification		

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.*

**COST:**

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

I hereby submit my completed application for the MiPMC designation 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
- \$100 application fee
- \$40 for a slide-in certificate plaque

**Questions:**

Email: [info@michiganclerks.org](mailto:info@michiganclerks.org) | (517) 372-MAMC

Checks are payable to MAMC or pay on-line via credit card at [www.michiganclerks.org](http://www.michiganclerks.org).

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

v December 2019

# The Michigan Association of Municipal Clerks

Hereby Confers the Designation of

**Mi**  **PMc**

**Michigan Professional Municipal Clerk**

to

[Redacted Name]

In recognition of having satisfied the requirements prescribed  
by the Michigan Association of Municipal Clerks

[Redacted Signature]

[Redacted Signature]



Your MiPMC Certificate will be mailed to you.

# How Can I Achieve Advanced Levels?



From the date of your current MiPMC certificate – start collecting points for conferences and classes you attend.

Points must be earned after the date of your most recent certificate.

For example: if you are currently a Level 2, use the date from your Level 2 certificate and not the date from your original MiPMC certificate.



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 Points max for Level Two 20 Points max 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>
6 hrs. (or 1 day) = 2 points    3 hrs. (or 1/2 day) = 1 point	
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.

Please refer to MAMC Standing Rules and Educational Guidelines for additional information.

**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

Questions:  
Email: [info@michiganclerks.org](mailto:info@michiganclerks.org)  
(517) 372-MAMC

Checks are payable to MAMC or pay on-line via credit card at [www.michiganclerks.org](http://www.michiganclerks.org).

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

Include with your application all certificates/documents for the points you are submitting.

Incomplete applications and missing documents will cause your application to be rejected.

You must also include your most recent MiPMC certificate.

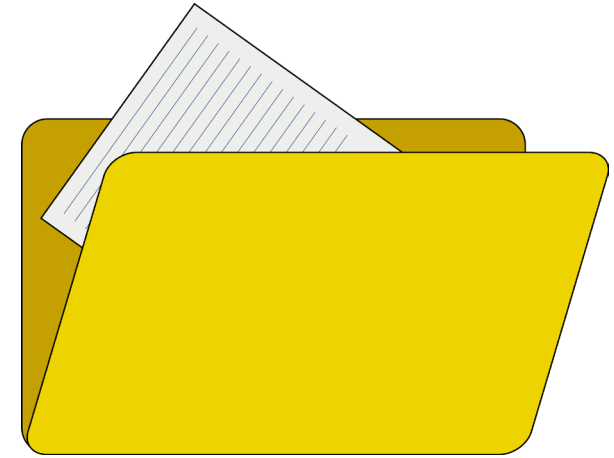
The point structure equals two (2) points for each 6 hours of class, or one (1) day. Keep in mind that the number of miscellaneous points you can use is limited by level.

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# Helpful Hints

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## Keep a “ME FILE.”

A “Me File” is a file you create to help you organize and keep track of your accomplishments and certificates.

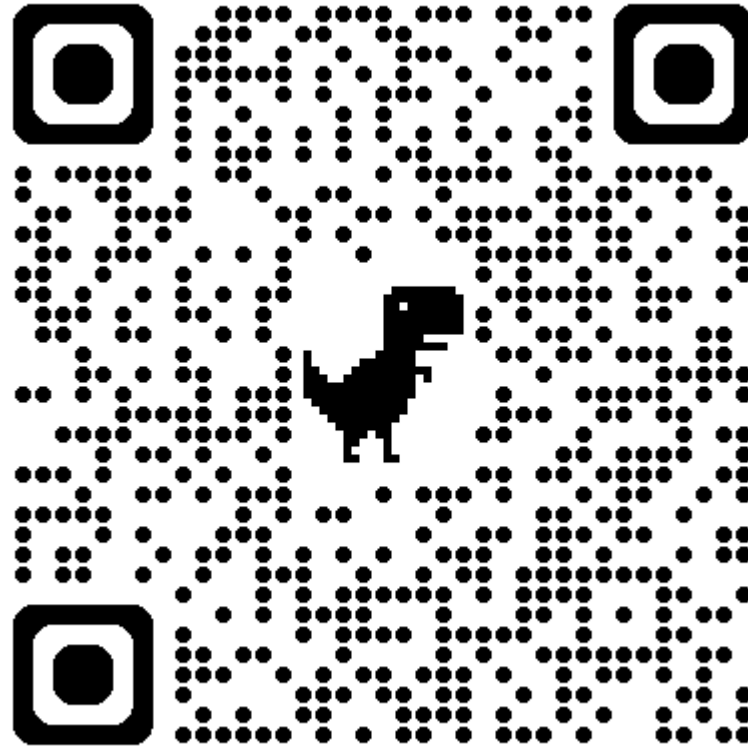
- MAMC will not retain copies of your documents.
- Do not send original copies.



# A Few More Helpful Hints

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- Check on your progress regularly, or at minimum after each conference you attend.
  - You are likely to earn more points than needed. If you don't submit points for new level in a timely manner, there is a chance some points may go unused.
  - Check out the MAMC webpage for more info.
  - It's about the journey – not the destination. Enjoy!





<https://michiganclerks.org/certification/>

Questions? [info@michiganclerks.org](mailto:info@michiganclerks.org)

**Tina Porzondek, MiPMC2, CMC**  
**Director MiPMC/Membership**