



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, ed2go Educational Learning, Certified Election Administrator-Election Center (CERA) and Election Administrator Certification-Oakland University. 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. 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.

**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

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**

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