

Municipal Clerks and Finance Officers Association of Minnesota



*Minnesota Certified Municipal Clerk
(MCMC)
Application*

MINNESOTA CERTIFIED MUNICIPAL CLERK (MCMC) APPLICATION PROCESS

Thank you for your interest in MCFOA's Minnesota Certified Municipal Clerk (MCMC) program. Here is a step-by-step process to assist you in completing your designation.

Step #1: Be a full member of MCFOA for at least three years. The three-year membership requirement affirms the applicant's commitment to MCFOA and its mission, as well as the profession at large.

Step #2: Compile all supporting documents to satisfy Category I-Education (50 points) and Category II-Experience (25 points), as described on the attached requirements sheet.

Step #3: Complete the MCMC application form. Submit the completed along with supporting documents and \$40 application fee. The application fee is non-refundable. A walnut plaque to display the certificate can be purchased for an additional \$45.

Upon receipt of the application and supporting documents, the Certification Committee will begin the review process. Application processing time is approximately 2-3 weeks. If an application is incomplete, the application will be asked to submit additional information.

Step #4: Successful applicants will be mailed their certificate, pin, and plaque (if purchased) immediately upon approval of their application. All members who earn MCMC designation during the year will be recognized at the Annual MCFOA Conference.

For additional information, please contact Administrative Assistant Betsy Snyder (adminasst@mcfoa.org) or go to our website at www.mcfoa.org.

MCFOA Certification Committee

Kary Tillmann, Chair

ktillmann@cityofzimmerman.com

Minnesota Certified Municipal Clerk Requirements

EACH APPLICANT MUST:

1. Be a Municipal Clerk, Deputy Clerk, Treasurer, Finance Officer or involved with the duties of one or more of these positions.
2. Be a member of the MCFOA for 3 years
3. Believe in and Practice the MCFOA Code of Ethics
4. Submit this application form with required fee and option plaque purchase amount
5. Furnish verification of employment
6. Attain 50 points in Category I and 25 points in Category II

CATEGORY I-EDUCATION (50 POINTS)

POINTS

Satisfactory completion of an IIMC & MCFOA-Approved Municipal Clerks Institute	50
College or university degree at the Bachelor level in Public Administration or related field*	50
Associate of Arts degree in Public Administration or related field*	25
Bachelor's degree in an unrelated field	25

(*Related fields include, but are not limited to, Political Science, Government,
Business Administration, Accounting, Economics, Finance or related social sciences.)

CATEGORY II-EXPERIENCE (25 POINTS)

POINTS

MAX

Experience as Municipal Clerk, Deputy Clerk, Treasurer, or Finance Officer or involved with the duties of one or more of these positions.	4/yr (full-time) 2/yr (part-time)	25
Other administrative position in local government prior to becoming a Municipal Clerk	2/yr (full-time) 1/yr (part-time)	25
Administrative position in federal, state, or county government	1/yr	25
Administrative position in business	1/yr	25
Attendance at an IIMC Annual Conference	8/ea	25
Attendance at a State/Provincial Annual Conference, or IIMC Regional meeting	4/ea	20
Attendance at an MCFOA Regional meeting	1/ea	10
Chairman of an MCFOA Committee or Member of the MCFOA Board	2/yr	8
Member of an MCFOA Committee	1/yr	4
Education courses & in-service training relative to your position	1/10 hrs	10
Relevant university or college course credits	2/credit hour	25

(APPROPRIATE DOCUMENTATION MUST BE FILED WITH APPLICATION)

PERSONAL INFORMATION

Last Name: _____ First Name: _____ M.I. _____

City Employed by: _____ Title: _____

Work Address: _____

Home Address: _____

Phone: _____ Email: _____

Name as you would like it to appear on your plaque: _____

Phonetic spelling of your name: _____

Medial and/or Local Government Official to receive notice of your certification status:

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

PLEASE CHECK EACH BOX AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED

_____ I am currently a Municipal Clerk, Deputy Clerk, Treasurer, or Finance Officer or involved with the duties of one or more of these positions

_____ I am currently an active member of the Municipal Clerks and Finance Officers Association.

_____ I have been a member of the Municipal Clerks and Finance Officers Association for at least 3 years.

_____ I have enclosed supporting documentation for 50 education points and 25 experience points.

_____ I have enclosed the \$40 application fee made payable to "MCFOA"

_____ I have enclosed an additional payment of \$30 if I desire a walnut plaque to display my certificate.

_____ I have enclosed verification of employment from my city.

I hereby apply for certification as a Minnesota Certified Municipal Clerk with the Municipal Clerks and Finance Officers Association of Minnesota and attest that the statements and presentations made in this application are accurate and true to the best of my knowledge.

Signature _____

Date _____

Make check payable to "MCFOA" and send completed application to:

Betsy Snyder
MCFOA Administrative Assistant
P.O. Box 9
Milroy, MN 56263

CATEGORY I-EDUCATION

		Estimated Points	MCFOA Use Only
Municipal Clerks Institute Location: _____	Date completed: _____	_____	_____
Bachelor's Degree: _____	Graduation date: _____	_____	_____
Associate's Degree: _____	Graduation date: _____	_____	_____
Unrelated College Degree: _____	Graduation date: _____	_____	_____

_____ I have enclosed a copy of my Institute Certificate of Completion or a copy of my Degree.

(If you have completed the Municipal Clerks Institute AND hold a degree, you can use the Institute for the full 50 points for EDUCATION and itemize relevant college courses under the experience category.)

CATEGORY II-EXPERIENCE

EMPLOYMENT EXPERIENCE

	Estimated Points	MCFOA Use Only
Employer: _____ Title: _____		
Start Date: _____ To: _____		
_____ Full Time _____ Part Time	_____	_____
Administrative responsibilities: _____		

Employer: _____ Title: _____

Start Date: _____ To: _____

_____ Full Time _____ Part Time

Administrative responsibilities: _____

Employer: _____ Title: _____

Start Date: _____ To: _____

_____ Full Time _____ Part Time

Administrative responsibilities: _____

(If you need more space, please add an addition separate sheet of paper.)

CATEGORY II-EXPERIENCE (cont.)

CONFERENCE AND REGIONAL MEETING ATTENDANCE

	Estimated Points	MCFOA Use Only
# of IIMC Annual Conferences: _____ Date(s): _____	_____	_____
# of State Annual Conferences: _____ Date(s): _____	_____	_____
# of IIMC Regional Meetings: _____ Date(s): _____	_____	_____
# of MCFOA Regional Meetings: _____ Date(s): _____	_____	_____

_____ I have enclosed certificates of attendance for each conference/meeting listed above.

COMMITTEE AND/OR BOARD SERVICE

	Estimated Points	MCFOA Use Only
MCFOA Committee Chair or Board Member: (list name of committee or Board position) _____ Date(s): _____	_____	_____
MCOFA Committee Member: (list name of committee) _____ Date(s): _____	_____	_____

IN-SERVICE COURSES:

(Proof of attendance/completion is needed for all In-Service Courses)

Date(s)	Course Title	Sponsor	Course Hours	Estimated Points	MCFOA Use Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

_____ I have enclosed materials documenting these experiences.

COLLEGE OR UNIVERSITY EXPERIENCE: *(Relevant college or university credits not used for education) To receive credit, a course must be academic, must be from an accredited institution, and must relate to the Municipal Clerk's position.*

Date(s)	Course Title	College/University	Credit Hours	Estimated Points	MCFOA Use Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

_____ I have enclosed a copy of my transcript(s).

(If you need more space, please add an addition separate sheet of paper.)