



# Municipal Clerks and Finance Officers of Minnesota

## APPLICATION FOR MMMC DESIGNATION

Date: \_\_\_\_\_

\* Please be sure to review the current Education Guidelines before submitting this Application to MCFOA for review and keep a copy for your records.

The following are the requirements for obtaining the MMMC Designation:

1. Active MCFOA Membership;
2. Hold a MCMC designation in good standing;
3. Reaffirmation of MCFOA Code of Ethics;
4. Complete and submit an MCFOA Application for MMMC designation with required supporting documentation and \$70 fee;
5. Submit an additional \$30 payment if a wall plaque is desired
6. Attain the required number of points in the Advanced Education category; and
7. Attain the required number of points in the Professional and Social Contributions category.

### PERSONAL INFORMATION

Name (Last, First, MI.) ↑ \_\_\_\_\_ Title ↑ \_\_\_\_\_

Municipality or Government Unit ↑ \_\_\_\_\_

Mailing Address (Street Address Required) ↑ \_\_\_\_\_ Suite/ Apt. # ↑ \_\_\_\_\_

City/State/Province/Country, ZIP/Postal Code ↑ \_\_\_\_\_

Email Address ↑ \_\_\_\_\_

Phone Number ↑ \_\_\_\_\_ How long have you been in your current position? ↑ \_\_\_\_\_

Name as you would like it to appear on your plaque ↑ \_\_\_\_\_ Phonetic spelling of your name ↑ \_\_\_\_\_

Year Received MCMC ↑ \_\_\_\_\_  
all line items on MMMC application MUST be dated *after* MCMC date (with the exception of an unused college degree)

**Media and/or Local Government Official to receive an email announcing your MMMC Certification status**  
(Optional)

Name	Title	E-mail Address
Name	Title	E-mail Address
Name	Title	E-mail Address

### ADVANCED EDUCATION- 50 points required

Documentation must be submitted to verify your accomplishments in categories one through seventeen.

1. A Bachelor's degree or higher in Public Administration or a related field. 20 points.  
*Credits from fields of public administration, business, accounting, political science, urban planning and economics.*  
*Copies of college transcripts are required.*

University	Month/Year Obtained	Est. Points

MCFOA only:


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**2. A Bachelor's degree or higher in an unrelated field. 10 points.**  
**Copies of college transcripts are required.**

<u>University</u>	<u>Month/Year Completed</u>	<u>Est. Points</u>

MCFOA only:


**3. Associate of Arts degree in Public Administration or a related field. 5 points.**  
**Credits from fields of public administration, business, accounting, political science, urban planning and economics.**  
**Copies of college transcripts are required.**

<u>University</u>	<u>Month/Year Completed</u>	<u>Est. Points</u>

MCFOA only:


**4. College Level Courses. 1/4 point per credit; maximum 5 points.** **Copies**  
**of college transcripts are required.**

<u>University</u>	<u>Month/Year Completed</u>	<u>Est. Points</u>

MCFOA only:


**5. Completion of MCFOA Advanced Academy. 1 point per 2 in class contact hours.**

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>

MCFOA only:


**6. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 verifiable hours of training). 7 points.**

<u>Offered By</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**7. MCFOA Annual Conference. 4 points per conference.**

<u>Offered By</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**8. MCFOA Annual Conference Preconference Sessions. 2 points each.**

<u>Seminar Title</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**9. MCFOA Regional Meetings. 1 point per 6 hours.**

<u>Seminar Title</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**10. Teacher or trainer at Annual Conference, Advanced Academy, Institute or IIMC approved program. 1 point per 2 hours for teaching/training/ preparation at the program.**

<u>Course</u>	<u>Month/Year</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**11. IIMC Annual Conference Education. 1 point per 4 hours.**

<u>Seminar Title/Offered By</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**12. IIMC Annual Conference Academy Sessions. 2 points each.**

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**13. Professionally related seminars in approved subjects (not taken through IIMC or MCFOA). 1 point per 6 hours. FEMA online courses are subject to a limit of 10 points.**

<u>Seminar Title/Offered By</u>	<u>Month/Year Completed</u>	<u>Contact Hours</u>	<u>Est. Points</u>

MCFOA only:


**14. Athenian Leadership Society Dialogues (with completed assessment). 3 points each.**

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**15. Online Education Courses. 3 points for IIMC Courses; 1 point per 6 hours for all other organization courses.**

<u>Course Title</u>	<u>Offered By</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**16. IIMC CD-ROM Courses. 1 point each.**

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**17. IIMC Study Abroad Program. Points vary by program.**

<u>Course Title</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**PROFESSIONAL AND SOCIAL CONTRIBUTIONS (30 points required)**

**1. Member of the MCFOA Executive Board. 2 points per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**2. Service as an Assistant Region Director. 1 point per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**3. Member of IIMC Board of Directors. 2 points per year.**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**4. Member of MCFOA or IIMC Committee. 1 point per year**

<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**5. Chairperson of MCFOA or IIMC Committee. 2 points per year.**

<u>Committee Name</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**6. Officer in related professional associations. 1 point per year.**

<u>Association</u>	<u>Position</u>	<u>Dates of Service</u>	<u>Est. Points</u>

MCFOA only:


**7. Unique-on-the-job performance or achievements that benefit the profession or community at large. 2 points per year.**

**Must be supported by documentation-no first hand documentation is accepted.**

<u>Description</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**8. Personal accomplishments of educational benefit to the profession. 2 points per year. Must be supported by documentation-no first hand documentation is accepted.**

<u>Description</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**9. Registration and attendance at an IIMC Annual Conference, IIMC Regional Meeting, MCFOA Annual Conference, League of MN Cities Annual Conference or other Municipal Clerk related conferences (if not used in Education). 1 point per 4 hours**

<u>Description</u>	<u>Association</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**10. Teacher or trainer at Annual Conference, Advanced Academy, Institute or IIMC approved program. 1 point per 2 hours for teaching/training/ preparation at the program.**

<u>Description</u>	<u>Month/Year</u>	<u>Est. Points</u>

MCFOA only:


**11. Relevant college or university course credits related to the municipal clerk profession (if not used in Education). 1 point per applicable credit unit.**

<u>Course &amp; University</u>	<u>Dates</u>	<u>Est. Points</u>

MCFOA only:


**12. MCFOA Regional Meetings (if not used in Education). 1 point per 6 hours.**

<u>Description</u>	<u>Month/Year</u>	<u>Est. Points</u>

MCFOA only:


**13. Other applicable courses (not taken through IIMC, MCFOA or LMC) (if not used in Education). 1 point per 6 hours.**

<u>Description</u>	<u>Association</u>	<u>Month/Year</u>	<u>Est. Points</u>

MCFOA only:


I hereby certify that the above stated information is true and correct to the best of my knowledge. I affirm my commitment to the MCFOA Code of Ethics and I commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature: \_\_\_\_\_

Mail Completed Application With Appropriate Fee(s) To:

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