



Certified Arkansas Municipal Clerk (CAMC) Designation Guide

Standards established by the
Arkansas City Clerks, Records & Treasurers Association (ACCRTA)

Summary Overview

To earn the **Certified Arkansas Municipal Clerk (CAMC)** designation, you must:

- Be a current **member of ACCRTA** for **two consecutive years**.
 - Be serving as a **Clerk, Recorder, Treasurer, Clerk/Treasurer, Recorder/Treasurer, or Deputy** in any of these roles.
 - Complete **60 Education points** and **50 Experience points** (unless qualifying via IIMC certification).
 - Attend the **ACCRTA New Clerks Orientation** (required).
 - Submit a complete CAMC Application with all required documentation.
 - Pay the **\$50 application fee**, which includes the CAMC pin and certificate.
-

Step 1: Maintain ACCRTA Membership

You must:

- Be a **current ACCRTA member**.
 - Have **two consecutive years of ACCRTA membership** before receiving the designation.
 - Deputies must include **supervisor letter** verifying that at least **50% of core Municipal Clerk duties** are performed.
 - **Join ACCRTA:** <https://www.accrta.org/Membership>
-

Step 2: Earn Required Points

You need **110 total points**:

- **60 Education points**
 - Municipal Clerks Institute programs are the fastest way to earn these points.
- **50 Experience points**
 - Include **Letters of Employment Verification** (current position required).

ACCRTA follows current [IIMC Education Guidelines](#), pages 2 – 6, to determine point eligibility.

Step 3: Apply for CAMC Designation

- Complete the CAMC Application for Certification
 - Include all required supporting documents (transcripts, certificates, letters, etc.)
- Submit application and documents to the current ACCRTA Certification Coordinator
- Pay the \$50 application fee

Need help? For questions about CRT certification or help with your application, email certification@accrta.org.

Step 4: Review & Award Process

- **Annual deadline: March 31** for June recognition.
 - Applications are **accepted anytime**; submission timing affects the year of recognition.
 - **Early submission is encouraged** to resolve any deficiencies.
 - CAMC designations are **presented** at the **June Arkansas Municipal League Conference**.
-

Additional Notes

Applicants who **already hold the IIMC CMC or MMC designation automatically qualify** for CAMC with reduced documentation (only pages 2–3 of the application plus fee).

ACCRTA is a **501(c)(3)** organization associated with IIMC, Arkansas Municipal League, Arkansas State University, and the National League of Cities.
