IIMC Certified Municipal Clerk (CMC) Designation Guide

This is an overview of information published on the IIMC website.
For full details, visit their [CMC Program](#) page.

Summary Overview

To earn the **CMC designation**, you must:

- Be an **IIMC member for two years**.
- Complete **60 Education points** and **50 Experience points**.
- Submit two applications: **Enrollment Form** and **Application for Designation**.
- Pay a total of **$125 in fees**.

Step 1: Join IIMC

- Become a **Full, Additional Full, or Retired member** of IIMC.
    - If you're an Associate Member, contact the Education Department to discuss options.
- Certification is granted **after two years of active membership**, but you can enroll and start earning points immediately.
- **Join IIMC:** [IIMC Membership page](#)

Step 2: Enroll in the CMC Program

- Complete the **Enrollment Form** (NOT the same as the Application for Designation).
- Check the **CMC box** and include the **$50 admission fee**.
- Enrollment affirms your commitment to the [IIMC Code of Ethics](#) and ensures you receive updates on educational opportunities.

Step 3: 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).

For details, review the current [IIMC Education Guidelines](#), pages 2 – 6.

Step 4: Apply for CMC Designation

- Submit the **Application for CMC Designation** and supporting documents via https://bit.ly/CMCDesApp.
- Only fully completed applications submitted through this portal will be reviewed.
- Review time: 5–6 weeks.
- Need help? The Education Department can review your materials, assess your application, and accept supplemental documents.

Step 5: Receive Your Certification
- After meeting all requirements and paying fees, you'll receive:
    - Email confirmation and a digital certificate.
    - A physical certificate and pin by mail.

Fees

Total cost: **$125**
- $50 Application for Admission (non-refundable)
- $75 Application for Designation (non-refundable)

Questions?

Contact the Education Certification Department.