

# IIMC Master Municipal Clerk (MMC) Designation Guide

This is an overview of information published on the IIMC website.

For full details, visit their [MMC Program page](#).

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## Summary Overview

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

- Hold a **CMC designation in good standing**.
- Be an **active Full, Additional Full, or Retired IIMC member**.
- Complete **60 Advanced Education points** and **40 Professional Contribution points**.
- Submit two applications: **Enrollment Form** and **Application for Designation**.
- Pay a total of **\$400 in fees**.

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## Step 1: Confirm Eligibility

- You must hold a **Certified Municipal Clerk (CMC)** designation.
  - If you do not have your CMC, visit the [CMC Program](#) page for details.
- Be an **active Full, Additional Full, or Retired member** of IIMC.
  - If you're an Associate Member, contact the Education Department to discuss options.
- Certification can only be granted after meeting all requirements, but you can enroll and start earning points immediately.
- When you apply, you reaffirm the [IIMC Code of Ethics](#).

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## Step 2: Enroll in the MMC Program

- Complete the **Enrollment Form** (NOT the same as the Application for Designation).
- Check the **MMC box** and include the **\$50 admission fee**.
- Enrollment officially places you in the MMC program and ensures you receive updates on educational opportunities.

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## Step 3: Earn Required Points

You need **100 total points**:

- **60 Advanced Education points**
  - Municipal Clerks Institute Academy programs are the fastest way to earn these points.
- **40 Professional Contribution points**

All points must be earned after your CMC designation date.

Example: If you earned your CMC in March 2008, no materials dated before that will count.

Review the MMC section of the current [IIMC Education Guidelines](#) for details, pages 6 – 9.

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## Step 4: Apply for MMC Designation

- Once you meet all point requirements, submit the **Application for MMC Designation** and supporting documents via <https://bit.ly/MMCDesApp>.
- 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.

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### **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.

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### **Fees**

**Total cost: \$400**

- \$50 Application for Admission (non-refundable)
- \$350 Application for Designation (non-refundable)

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### **Questions?**

Contact the [Education Certification Department](#).

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