

Arkansas City Clerks, Records & Treasurers Association



Master

Arkansas

Municipal

Clerk

Application for Master Certification

In association with the Arkansas Municipal Clerks Institute



Revised March 2026 (DRM)

ACCRTA Code of Ethics

I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk.

- ▶ To uphold constitutional government and the laws of my community;
- ▶ To conduct my public and private life as to be an example to my fellow citizens;
- ▶ To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence in our community;
- ▶ To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- ▶ To record that which is true and preserve that which is entrusted to me as if it were my own;
- ▶ To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfil my responsibilities to my community and others.

These things I, as a City Clerk, Recorder, Treasurer, Clerk/Treasurer, Recorder/Treasurer, or deputy do pledge to do in the interest and purposes for which our government has been established.

Signature _____

PLEASE CHECK EACH BOX BELOW THAT APPLIES TO YOU AND ENCLOSE THE REQUIRED SUPPORTING DOCUMENTS AS INDICATED:

- ☐ I am currently a Clerk, Recorder, Treasurer, Clerk/Treasurer, Recorder/Treasurer, or deputy of any of these positions.
- ☐ I am currently a member of ACCRTA.
- ☐ I have been a member of ACCRTA for two (2) consecutive years.
- ☐ I have reaffirmed my belief in and practice of the ACCRTA Code of Ethics (above).
- ☐ I have enclosed the \$100 application fee which includes a MAMC plaque and certificate. (Make checks to ACCRTA)
- ☐ I am a deputy, I have enclosed a letter from my supervisor that indicates that I perform 50% of the core duties required by clerks, recorders, treasurers, clerk/treasurer or recorder/treasurer.
- ☐ I have received the Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC) and therefore have satisfied the requirements of the Master Arkansas Municipal Clerk (MAMC) designation. Note: members who qualify in this area do not have to complete the Education and Experience Sections of this application; you only need to complete pages 2 and 3. You must include the \$100 application fee payable to ACCRTA.

I hereby apply for Master Arkansas Municipal Clerk (MAMC) Status with the Arkansas City Clerks, Recorders and Treasurers Association and attest that the following statements, presentations and attachments are accurate and true to the best of my knowledge.

Date _____ Signature _____

Anyone found to have obtained a MAMC designation under false pretenses will have their designation removed.

Basic Information

Full Name _____

Title _____

Municipality _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____

Email _____

Employment Dates and Positions

Current position _____ Date _____ Elected ☐ Appointed ☐

Other positions with current employer _____
From _____ to _____

Helpful tips for filling out this application

1. You will need a total of **100 points**. You must have **60 points** under **Education** (pages 4 through 6) and an additional **40 points** under **Experience** (pages 7 through 11).
2. There are two options for obtaining the **60 Education Points**. Choose one of the two (2).
3. You do **NOT** have to have something in **EVERY** section under **Experience**. *Example:* If you have not attended an IIMC International/National Conference, you can leave that part blank. You do need a total of **40 points** from any combination of sections under **Experience**. However, you must stay within the limitations of **maximum points** per section.
4. Examples of items that can be included in **In-Service Courses** on page 7 include: A. Vendor offered training (example: when you purchase a new computer system). B. Arkansas Municipal League sponsored classes: Budget, Technology, Meetings, Excel, Word, and Internet. C. Other—Local Community College Seminars or Workshops re: Internet, E-Mail, etc.
5. Make sure you have supporting **DOCUMENTATION** for everything. Examples include: agendas, meeting notices, Certificates of Completion, letters from the group that sponsored the meeting or seminar. For **employment** verification, you may use a copy of your W-2.
6. If you **HAVE** an **MMC**, you qualify for the MAMC designation but still need to fill out pages 2 and 3 of the application and pay the applicable fees. Please attach your MMC Certificate or letter of notification from IIMC.
7. Documentation for all Institute credits, from district workshops or the annual Institute, must be a certificate from the Institute. Certificates of attendance must include the number of instructional hours. If no hours are indicated, no credits may be awarded.

Education (60 points)

Applicants must document all education experience claimed and requested in this section.
Education hours must occur after CAMC is awarded, except for the Bachelor's degree.

Education	Points
Satisfactory completion of 40 hours of training at an IIMC-recognized Municipal Clerks Institute (MCI) or MCI workshop and a combination of other education curriculum listed; or	60
Bachelor's Degree (20 pts) and a combination of other Education curriculum listed (40 pts)	60

Municipal Clerks Institute (MCI) and MCI Workshops	Year Completed	Hours
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Estimated Points (.5 per instructional hour)		_____

☐ I have enclosed a copy of the Certificate of Completion from each Institute.

Education *continued*

To receive credit, a course must be academic, must be from an accredited institution, and must relate to the Municipal Clerks position. Related fields include, but are not limited to: **Public Administration, Urban Affairs, Government, Political Science, Law, Pre-law, History, Economics, Business Administration, Finance, Accounting, Computer Science, Psychology, Sociology, or related Social Sciences.** If you are in doubt about your degree being accepted in this category, send a complete set of transcripts with this application. ACCRTA's Education Committee will make the final decision.

Bachelor's Degree

☐ B.A. ☐ B.S. ☐ Other _____	Specify type of degree
Major _____	
College/University _____	
Location _____	
Month/Year degree awarded _____	
Estimated Points _____ (20 Points)	

- ☐ I have enclosed a copy of my complete transcript.
☐ I have enclosed a copy of my diploma showing major field of study.

AML Certification (Arkansas Municipal League)

	Date Completed	Points
☐ Civilpedia Certified: Level 1 Completed (2 pts)	_____	_____
☐ Ace Certified: Level 2 Completed (4 pts)	_____	_____
☐ Ace Advanced: Level 3 Completed (6 pts)	_____	_____
☐ Ace Master: Level 4 Completed (8 pts)	_____	_____
Estimated Points		_____
(20 Points)		

- ☐ I have enclosed a copy of the Certificates of Completion from AML.

Education *continued*

Athenian Leadership Society Dialogues

	Year Completed	Points
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Estimated Points (3 points per assessment)		_____

☐ I have enclosed a copy of the Certificates of Completion from MCI or IIMC.

IIMC Regional and Annual Conferences

	Year Completed	Points
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Location _____	_____	_____
Estimated Points (1 point per 2 hours) or (points awarded on certificate)		_____

☐ I have enclosed a copy of the Certificates of Completion from IIMC.

TOTAL EDUCATION POINTS FROM PAGES 4-6:

_____ *(minimum 60 points)*

Experience (40 points)

Applicants must document all education experience claimed and requested in this section.
Experience hours must occur after CAMC is awarded.

Administrative Experience	Points	Maximum
Full-time Municipal or Deputy Clerk with administrative responsibility	4 per year	40
Part-time Municipal or Deputy Clerk with administrative responsibility	2 per year	40
Part-time Municipal or Deputy Clerk with no administrative responsibility	1 per year	30
Other full-time administrative positions in city government	2 per year	30

Current Position:	Dates	Points per year	Estimated total points
Position _____	From _____	_____	_____
Employer _____	To _____		
☐ Full-time ☐ Part-time ☐ Administrative ☐ Supervisory Administrative responsibilities _____			
Position _____	From _____	_____	_____
Employer _____	To _____		
☐ Full-time ☐ Part-time ☐ Administrative ☐ Supervisory Administrative responsibilities _____			
Position _____	From _____	_____	_____
Employer _____	To _____		
☐ Full-time ☐ Part-time ☐ Administrative ☐ Supervisory Administrative responsibilities _____			
Position _____	From _____	_____	_____
Employer _____	To _____		
☐ Full-time ☐ Part-time ☐ Administrative ☐ Supervisory Administrative responsibilities _____			

☐ I have enclosed additional materials documenting these experiences.

Experience *continued*

Municipal Clerks Conferences and Workshops

International Institute of Municipal Clerks (IIMC) Annual Conference(s)		Maximum 20
Date	Location	Points
_____	_____	_____
_____	_____	_____
_____	_____	_____
IIMC Regional, Municipal Associations, AR Municipal League Conference or Workshops		Maximum 20
Date	Location	Actual Hours (1 per 6 hrs or 1 day)
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total

☐ I have enclosed a copy of the Certificate of Completion from each session.

In-Service Courses

Education courses and in-service training related to your position as Municipal Clerk, Recorder, Treasurer, Clerk/ Treasurer, Recorder/Treasurer, or deputy.

				Maximum 15
Date	Course Title	Sponsor	Actual Hours (1 per 6 hrs or 1 day)	Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			Total	_____

☐ I have enclosed additional materials documenting these experiences.

Experience *continued*

Definition of In-Service Courses on page 8:

In-service courses are professional development training programs designed for individuals who are already employed in a specific field. These courses aim to enhance job-related skills, update knowledge, and ensure ongoing competency in response to evolving laws, technologies, and best practices.

In the context of **municipal clerks, treasurers, recorders, and deputies**, in-service courses typically include:

- Updates on legislative or regulatory changes
- Training in new administrative systems or financial software
- Workshops on ethics, records retention, or election procedures
- Continuing education credits required for certification maintenance

Technical or Trade School Courses

Date	Course Title	Name of School	Credit Hours	Maximum 10 Points (1 per 10 hrs)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			Total	_____

☐ I have enclosed additional materials documenting these experiences.

College or University Courses

To receive credit, a course must be academic, must be from an accredited institute, and must relate to the Municipal Clerks position. Related fields include but are not limited to: **Public Administration, Urban Affairs, Government, Political Science, Law, Pre-Law, History, Economics, Business Administration, Finance, Accounting, Computer Science, Psychology, or related Social Sciences.** A transcript of the courses used **MUST** be provided with this application.

Note: relevant college or university course credits not used for Education points (pages 4-6) can be used here.

Date	Course Title	Name of School	Credit Hours	Maximum 15 Points (1 per cr hr)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			Total	_____

☐ I have enclosed additional materials documenting these experiences.

Experience *continued*

ACCRTA Executive Officer

	Year Served	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
	Estimated Points (2 points per year)	_____

AML Executive Officer

	Year Served	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
	Estimated Points (1 point per year)	_____

ACCRTA Committee Chair

	Year Served	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
	Estimated Points (2 points per year)	_____

ACCRTA or AML Committee Member

	Year Served	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
	Estimated Points (1 point per year)	_____

Experience *continued*

Teacher/Trainer at MCI or Workshops

	Date Completed	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
Estimated Points (1 point per 2 hours)		_____

Teacher/Trainer at AML

	Date Completed	Points
Position _____	_____	_____
Position _____	_____	_____
Position _____	_____	_____
Estimated Points (1 point per 2 hours)		_____

TOTAL EXPERIENCE POINTS FROM PAGES 7-11:

_____ *(minimum 40 points)*

Please email or mail the following items together:

- ☐ Completed Application
- ☐ Transcripts, Diplomas and/or Supporting Documents
- ☐ Sponsor Letter
- ☐ \$100 Application Fee (Can be mailed to the current ACCRTA Treasurer or request an invoice to pay by credit card)

These items should be emailed or mailed to the current ACCRTA Education Certification Director.

MAMC designations are made once per year and presented during the June AML Conference. You are encouraged to attend the awards banquet and receive your award in person.

The annual deadline to submit the MAMC application and pay your application fee is **March 31** to receive the designation that calendar year.

Applications may be submitted at any time. (*Applications received between April 1 and March 31 will be considered for the June meeting following the March 31 deadline.*)

Early submission is recommended to allow time to address questions or deficiencies.

The Arkansas City Clerks, Records and Treasurers Association is a 501c3 non-profit organization whose purpose is to promote education and provide networking opportunities among our members. We are associated with other professional organizations:

*International Institute of Municipal Clerks – IIMC, a worldwide member organization
Arkansas Municipal League – AML, a statewide organization
Arkansas State University (Jonesboro) through Institutes and Workshops
National League of Cities – NLC*

FOR OFFICE USE ONLY	
ACCRTA President's Signature _____	Date_____
ACCRTA Education Certification Director Signature _____	Date_____
Date of MAMC Award _____	