



Certified Municipal Clerk (CMC)

The Certified Municipal Clerk (CMC) program is designed to enhance the job performance of the Clerk in small and large municipalities. The Certified Municipal Clerk (CMC) designation is granted by the International Institute of Municipal Clerks to applicants who complete the education, work experience, and membership requirements. For additional information about certification, please visit <http://www.iimc.com>



AMCA was founded in 1961. Their mission is to promote excellence and professionalism through support, communication and educational opportunities for each member.

AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the Clerk profession.

Bob Ramsey Executive Education, a center within the School of Public Affairs in the College of Public Service and Community Solutions, offers programs and seminars, through which public service professionals can enhance their management and leadership competencies and can earn the Certified Public Manager®, Certified Municipal Clerk, or Master Municipal Clerk credential.

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Arizona Municipal Clerks' Institute



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www.azclerks.org



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The [Arizona Municipal Clerks' Institute](#) is the only accredited program in Arizona for fulfilling the education requirement toward earning the CMC designation.

The Arizona Municipal Clerks' Institute is accredited by the International Institute of Municipal Clerks (IIMC). Each year the Arizona Institute provides 40 hours of instruction and counts toward 20 of the 60 education points required for the Certified Municipal Clerk (CMC) application. You can attend the Arizona Municipal Clerks' Institute on three occasions to earn the education requirement, and these need not be consecutive years.

The course subjects for the education component of the CMC designation is an indication of the distribution of subject matters within the context of the International Institute of Municipal Clerks core educational requirements. The courses must fulfill the requirement of the IIMC Education Guidelines:

- 50% Public Administration and Organization
- 30% Social and Interpersonal Issues
- 20% Electives

Program Schedule:

June 2021
Elections
Anatomy of a Dysfunctional Team
Public Records and Open Meeting Law
Records Management
Ethics and Integrity in Public Service
A Culture of Building Trust
Building Connections for Success
The High Cost of Low Morale
Colors Workshop

Program Schedule subject to change