

RMC

REGISTERED MUNICIPAL CLERK

☆ *Application for Certification* ☆

By the Certification Committee of the



This Application Has Three Parts:

- 1) **Basic Requirements**.....Pages 2 & 4
All of these must be met before the application can be processed
- 2) **Education**-50 points..... Pages 5 & 6
- 3) **Experience**-50 points.....Page 7

NAME:

TITLE:

MUNICIPALITY:

About the Registered Municipal Clerks (RMC) Program

The RMC program was established to recognize educational and professional accomplishments in preparation for a Municipal Clerk career. The program serves to promote the continued education of Municipal Clerks to enable clerks to better serve their Boards and Community, which is the mission statement of this RMC program.

Applicants must attain points for work in the categories of experience and education, endorse the Code of Ethics and fulfill other requirements for Certification.

Since 1980, 16 states have developed Certification programs for Municipal Clerks in an evolving trend toward "the professional state." Certification has been viewed by many as a necessary stage in the Municipal Clerks maturation into a recognized profession. It has progressed in some public management fields, such as Justices, Building Inspectors, Assessors, Code Enforcement Officers, Finance Officers, Planners, Record Managers and Historians. Nationwide initiatives since the 1970's to promote Certification Programs were usually spurred by the involvement of reform-oriented governors whose agenda included the improvement of public service through enhanced employee performance.

Professionalism in municipal government is regarded as an important asset that sets our government apart from those in less advanced societies. It is credited with advancing such goals as rationality, respect for facts over "influence," greater efficiency through improved work methods, and reducing antipathy that the public holds for bureaucrats that has been earned through mismanagement and notable incompetence. Scholars despair that much of the public's business has been turned over to "rank amateurs" who possess inferior skills and low organizational commitment.

Within the milieu, professional certification is seen as an expedient means to two symbiotic ends; to elevate the skill levels of public officials and to counter the image problem that plaques the Clerk's profession. Credentialing also serves to enhance the performance and the statures of career municipal clerks.

Traditionally, government consistently under invests in training and employee development. Certification is viewed as one means of encouraging decision makers to take the training function more seriously. Provided that increased knowledge is translated into better job performance, certification ensures that public managers possess a minimal level of competence. It may also give certificate holders a "calling card" that makes their skills more marketable. By interacting with other professionals in carefully crafted educational setting, municipal clerks should gain valuable insights, understanding and empathy. This promotes the formation of a professional identity and foster agreement on basic values and norms of conduct.

In considering why you should become a Registered Municipal Clerk you should consider the following: Technology and rapid social change continually impact local government operations. They require informed and professional performance from public managers. The RMC program helps you as a municipal clerk understand change, learn skills required in the new information age and perform as competent professionals.

According to the International Institute of Municipal Clerks, "Certification has become a prerequisite for the employment as a Municipal Clerk in a number of jurisdictions, influencing salaries and opportunities for growth in the field. It has also come to symbolize membership in a very special public service profession."

The RMC program has been designed to be consistent with similar State Certification programs and its standards have been developed to strike a balance that allows all clerks to attain certification while meeting standards that support the integrity and credibility of a statewide professional accreditation program. The program has been generically developed, so that Town, Village, City and County Clerks can participate.

Some of the benefits of the RMC program are as follows:

- 1) Elevate skill levels of clerks
- 2) Promote the image of the clerks profession
- 3) Enhance performance and status of clerks
- 4) Enable clerks to make their skills more marketable
- 5) Promote the formation of a professional identity
- 6) Foster agreement on basic, values, ethics & normal conduct
- 7) Ensure the public that RMC's are required to possess at least a minimal level of competence

*New York State
Registered Municipal Clerk*

CODE OF ETHICS

Believing in Freedom throughout the World allowing increased cooperation between municipal clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my conduct as a municipal clerk:

To uphold constitutional government and the laws of my community;

To so conduct my 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 to merit public confidence in our community;

To be ever mindful of the neutrality and impartiality, rendering equal service to all and extend the same treatment I wish to received myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

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 fulfill my responsibilities to my community and others.

These things, I, as a municipal clerk, do pledge to do in the interest and purposes for which our government has been established.

SIGNATURE:

I hereby apply for certification as a Registered Municipal Clerk by the Certification Committee and I hereby attest that the following statements and presentations are accurate and true to the best of my knowledge.

SIGNATURE:

DATE:

PERSONAL DATA

NAME:

First Middle Last

TITLE:

MUNICIPALITY OR GOVERNMENT UNIT:

MAILING ADDRESS:

Street/PO Box
City State Zip Code

TELEPHONE #

(Area code) xxx-xxxx

FAX #

(Area Code) xxx-xxxx

EMAIL ADDRESS:

BASIC REQUIREMENTS

- I am a County Clerk Town Clerk City Clerk
 Village Clerk Deputy Village Clerk
 Deputy City Clerk

Date I assumed the Office:

- I am a member of the State or Regional Clerks Association
- I have affirmed my belief in and practice of the RMC Code of Ethics (page 3)
- I have obtained a minimum of **50 points in the Education category**
- I have obtained a minimum of **50 points in the Experience category**
- I have enclosed the application fee and understand that it is not refundable:
 \$60.00 original application by check

EDUCATION: 50 POINTS

	POINTS	MAXIMUM
Clerk in service education courses and seminars	1/course hour	50
Attendance at Annual Clerks Conference (1997 & prior)	4/ year	28
Attendance at Annual Clerks Conference (1998 & after)	1/ course hour*	50
Master's Degree in Public Administration or related field, or	20	20
Master's Degree in unrelated field, or	18	18
Bachelor's Degree in Public Administration or related field, or	18	18
Bachelor's Degree in unrelated field, or	16	16
Associates Degree in Public Administration or related field, or	16	16
Associates Degree in unrelated field, or	14	14
College courses/no degree	0.50/ credit earned	12
TOTAL COLLEGE CREDIT		20
IIMC CMC or MMC Designation or equivalent, or	14	20
IIMC Annual Institute	4/ year	12

****Attendance at classes must be certified by NYCOM***

(Related fields include, but are not limited to: records management, political science, government, business administration, accounting, economics, Finance or one of the social sciences)

MASTERS DEGREE

Master's in Public Administration (M.P.A) Other:

Please Specify

College or University Name:

Major:

Location Attended: Date Received:

Copy of complete transcript is enclosed

Copy of diploma showing major field of study is enclosed **Estimated Points Earned**

BACHELORS DEGREE

Bachelors of Arts (B.A) Bachelors of Science (B.S) Other:

Please Specify

College or University Name:

Major:

Location Attended: Date Received:

Copy of complete transcript is enclosed

Copy of diploma showing major field of study is enclosed **Estimated Points Earned**

ASSOCIATES DEGREE

Associates of Science (A.S) Associates of Applied Science (A.A.S)

Other: **Estimated Points Earned:**

Major:

College or University Name:

Location Attended:

Date Received:

Copy of complete transcript is enclosed

Copy of diploma showing major field of study is enclosed

To receive points, degree or credit hours must be academic and must be from an accredited institution by an academic accrediting agency. Related fields include, but are not limited to: records management, political science, government, business administration, accounting, economics, finance or one of the social sciences. If in doubt, supply a transcript of the courses; the certification committee will make the final determination.

IIMC CMC/MMC

Credentialed Municipal Clerk (CMC)

Estimated Points Earned:

Masters Municipal Clerk (MMC)

Copy of the Certificate is enclosed

IN SERVICE COURSES

Date	Training or Workshop Title	Sponsor	Actual Hours	Estimated Points Earned

TOTAL ESTIMATED POINTS EARNED:

Additional Sheet is attached to this application to show additional In-Service Course Hours

EXPERIENCE: 50 POINTS

	POINTS	MAXIMUM
Experience as a full-time Municipal Clerk	10/year	50
Experience as a full-time deputy Municipal Clerk	8/ year	50
Experience as a part-time Municipal Clerk	8/year	50
Experience as a part-time Deputy Municipal Clerk	6/year	50
Other full-time administrative position in local government prior to becoming a Municipal Clerk or Deputy Municipal Clerk	3/year	15
Administrative position in federal or state government	2/year	10
Administrative position in business	1/year	5

PRESENT POSITION:

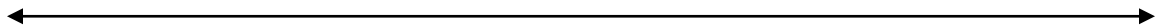
An Additional Sheet of Positions is Attached

Position: _____ Dates: From: _____ to: _____
 Employer: _____

Full-Time Part-Time Administrative Supervisory

Administrative Responsibilities:

Total years X points earned per year =estimated points

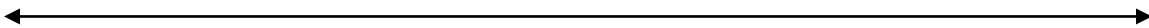


Position: _____ Dates: From: _____ to: _____
 Employer: _____

Full-Time Part-Time Administrative Supervisory

Administrative Responsibilities:

Total years X points earned per year =estimated points



Position: _____ Dates: From: _____ to: _____
 Employer: _____

Full-Time Part-Time Administrative Supervisory

Administrative Responsibilities:

Total years X points earned per year =estimated points

It is the intent of the RMC program to promote the continued education of the Municipal Clerks to enable clerks to better serve their boards and community. All "Registered Municipal Clerk" designations shall expire following 3 years from the date of issuance. Re-certification can be obtained upon completion of 18 hours of clerk in-service education courses.

The RMC program is administered by the New York State Association of City and Village Clerks. The NYSACVC reserves the right to amend any section of this application at any time.

The Certification Committee reserves the right to award education points in its discretion based on the on the submittal of adequate documentation. Adequate documentation may include, but not limited to proof of attendance, course essay, attendance certificates, registration receipts, notarized statement etc.

When completed, please mail:

This application

Application fee of \$60.00 made payable to "NYSAC&VC" by check

Transcripts, diploma or other supporting documents to:

**New York State Association of City & Village Clerks
c/o Amanda M. Detschner, CMC, RMC, CMFO
1697 East Avenue
PO Box 298
Barker, NY 14012**

FOR RMC COMMITTEE USE ONLY

Approval Date:

Education Points Earned:

RMC Registration #:

Experience Points Earned:

RMC Expires:

Date Signed: