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

1. **Education**-50 points…………………………………. Pages 5 & 6
2. **Experience**-50 points………………………………...Page 7

NAME: Click or tap here to enter text.

TITLE: Click or tap here to enter text.

MUNICIPALITY: Click or tap here to enter text.

**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: Click or tap here to enter text.

***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 : Click or tap here to enter text.

**PERSONAL DATA**

Name: Click or tap here to enter text.

 First Middle Last

Title: Click or tap here to enter text.

Municipality/Government Unit:Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

 Street/PO Box

 Click or tap here to enter text.

 City State Zip Code

Telephone # Click or tap here to enter text.

 (Area code) xxx-xxxx

Fax # Click or tap here to enter text.

 (Area Code) xxx-xxxx

Email address: Click or tap here to enter text.

**BASIC REQUIREMENTS**

I am a [ ] County Clerk [ ] Town Clerk [ ] City Clerk

 [ ] Village Clerk [ ] Deputy Village Clerk

 [ ]  Deputy City Clerk

 Date I assumed the Office: Click or tap here to enter text.

 [ ]  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** | **MAXIUM** |
| 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: Click or tap here to enter text.

 Please Specify

College or University Name: Click or tap here to enter text.

Major: Click or tap here to enter text.

Location Attended: Click or tap here to enter text. Date Received: Click or tap here to enter text.

[ ] Copy of complete transcript is enclosed

[ ] Copy of diploma showing major field of study is enclosed **Estimated Points Earned** Click or tap here to enter text.

**BACHELORS DEGREE**

[ ]  Bachelors of Arts (B.A) [ ] Bachelors of Science (B.S) [ ] Other:Click or tap here to enter text.

 Please Specify

College or University Name: Click or tap here to enter text.

Major: Click or tap here to enter text.

Location Attended:Click or tap here to enter text. Date Received: Click or tap here to enter text.

[ ]  Copy of complete transcript is enclosed

[ ]  Copy of diploma showing major field of study is enclosed **Estimated Points Earned** Click or tap here to enter text.

**ASSOCIATES DEGREE**

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

 [ ] Other:Click or tap here to enter text. **Estimated Points Earned:** Click or tap here to enter text.

Major: Click or tap here to enter text.

College or University Name: Click or tap here to enter text.

Location Attended:Click or tap here to enter text. Date Received: Click or tap here to enter text.

[ ] 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 DESIGNATION RECEIVED**

[ ]  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** |
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 **TOTAL ESTIMATED POINTS EARNED:** Click or tap here to enter text.

[ ]  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:

Remit to: New York State Association of City & Village Clerks

c/o Amanda M. Detschner, CMC, RMC, CMFO

8708 Main Street

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: 