RMC
Registered Municipal Clerk

Application for Renewal

By the Certification Committee of the



NAME: Click or tap here to enter text.

TITLE: Click or tap here to enter text.

MUNICIPALITY: 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. Fax Click or tap here to enter text.

 (Area code) xxx-xxxx (Area Code) xxx-xxxx

Email address: Click or tap here to enter text.

RMC Registration #Click or tap here to enter text. Expiration Date: Click or tap here to enter text.

Home Mailing Address: Click or tap here to enter text.

I hereby apply to the Certification Committee of the New York State Association of City and Village Clerks for Re-Certification as a Registered Municipal Clerk, and I hereby attest that the following statements and presentations are accurate and true to the best of my knowledge.

Signature: Click or tap here to enter text. Date:Click or tap here to enter text.

It is the continued intent of the RMC program to promote the continued education of Municipal Clerks and in doing so enabling clerks to better serve their boards and communities. All “Registered Municipal Clerks” designations shall expire three (3) years from the date of issuance. Re-Certification can be obtained upon completion of 18 hours of clerk in-service education courses and webinars. Re-Certifications will likewise expire three (3) years from the expiration on the original certification.

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 submission of adequate documentation. Adequate documentation may include but not be limited to proof of attendance, course essay, attendance certificates, registration receipts, notarized statement, etc.

**To Renew your RMC certification, please complete the Following:**

**I am a:** [ ] City Clerk

[ ] Village Clerk

[ ] Village Clerk-Treasurer

[ ] Deputy Village Clerk

[ ] Deputy City Clerk

 [ ] Deputy Clerk-Treasurer

 [ ] I am a member of the State or Regional Clerks Association

 [ ] I have obtained a minimum of ***18 education points***

[ ] I have enclosed the $20.00 application fee and understand that it is not refundable

 Make Checks Payable to: NYSAC&VC

**Have You Switched Municipalities since your last Application:**

 [ ] YES [ ] NO

 If Yes, Please list the former Municipality: Click or tap here to enter text.

The 18 hours of in-service education points required for the re-certification may be obtained in the following ways:

***IMPORTANT NOTE: to be used for re-certification credit, the items entered below must be other educational in-service courses taken other than those entered on your original certification application request.***

**EDUCATION: 18 POINTS**

|  |  |  |
| --- | --- | --- |
|  | **Points** | **Maximum**  |
| Clerk in service education courses and seminars | 1/course hour | 18 |
| Attendance at Annual Clerks Conference (1998 & after) | 1/ course hour\* | 18 |
| 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)

**DEGREE RECEIEVED**

[ ] 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.

**IIMC CMC/MMC DESIGNATION RECEIVED**

[ ] Credentialed Municipal Clerk (CMC) **Estimated Points Earned**: Click or tap here to enter text.

[ ] 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

**Please 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