



TO: **MUNICIPAL CLERKS, CLERK-TREASURERS & DEPUTY CLERKS**
FROM: Rebecca Martinez, CMC – President, NMCFOA
SUBJECT: **CLERKS CERTIFICATION INSTITUTE - YEAR 1, SERIES 14**
DATE: September 19, 2023

We are pleased to announce Year 2, Series 14 of the New Mexico Municipal Clerks Certification Program. This year's Institute will be in person at the Embassy Suites and will also offer virtual Clerks 101 if you need a refresher.

The **In-Person Institute is scheduled for October 16-19, 2023**, at the Drury Plaza Hotel in Santa Fe, 828 Paseo de Peralta. As you know, this is a three-year course of study designed to enhance the duties of Municipal Clerks. The Institute will be conducted jointly by the University of New Mexico and the New Mexico Municipal League.

ATTENTION NEW CLERKS/DEPUTY CLERKS: If you are interested in becoming a Certified Municipal Clerk, you must attend the Clerks Certification Institute first before you enter the Master Municipal Clerk Academy which is the advanced certification program. **If you are not interested in becoming certified, then you are welcome to attend the Academy program only.** The Institute is only open to clerks/deputy clerks pursuing certification.

GENERAL INFORMATION

Institute Purpose

The New Mexico Municipal Clerks Certification Institute is an intensive program of continuing professional education for municipal clerks and deputy clerks. The purpose is to assist clerks in developing and maintaining the high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. Population changes increased municipal responsibilities, and extensive social and legislative change have increased both the difficulty and the importance of the clerk's function.

With increased responsibility comes a need for professional education to aid the municipal clerk in acquiring necessary new skills and knowledge, while developing and strengthening those already in use.

What is IIMC Certification?

A CMC (Certified Municipal Clerk) certification is a distinction granted by the International Institute of Municipal Clerks (IIMC) to Clerks who have completed three years of full attendance at a recognized institute and fulfilled other educational or non-educational requirements. CMC means that a Clerk has had 120 hours of continuing professional education in public administration. The Institute must provide instruction in public administration and personal development to be recognized by IIMC. Attendance is required at the Institute if you wish to apply for your CMC. You must be an active member of IIMC for two years.

The New Mexico Municipal Clerks Certification Institute offers a total of 120 hours of study over a three-year period in the categories listed below:

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| 1. Public Administration & Organization | 50 % |
| 2. Social & Interpersonal Issues | 30 % |
| 3. Electives | 20 % |