

RMC

REGISTERED MUNICIPAL CLERK

☆ Application for Re-Certification ☆

To the Certification Committee of the



NAME:

TITLE:

MUNICIPALITY:

MAILING ADDRESS:

Street Address/PO Box

City

Zip

TELEPHONE #:

(Area Code) xxx-xxxx

FAX #:

(Area Code) xxx-xxxx

EMAIL:

RMC REGISTRATION #:

EXPIRATION DATE:

HOME MAILING ADDRESS:

Street Address/PO Box

City

Zip

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:

DATE:

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 of 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 COMPLTE THE FOLLOWING:

☐ I am a ☐ Village Clerk-Treasurer
☐ City Clerk
☐ Village Clerk
☐ Deputy City Clerk
☐ Deputy Village Clerk
☐ Deputy Clerk-Treasurer

☐ I am a member of a State or Regional Clerks Association

☐ I have obtained a minimum of **18** education points

☐ I have enclosed the \$20.00 renewal fee by check and understand that it is not refundable

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 POINTS

	Points	Maximum
Clerk in-service education courses /seminars/webinars	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 w/ no degree	0.50/ credit hour	12
TOTAL COLLEGE CREDIT		20
IIMC CMC/MMC designation or equivalent, or	14	14
IIMC Annual Municipal Clerks Institute	4/ year	12

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

Related field includes, but are not limited to: records management, political science, government, business administration, accounting, economics, finance, or one of the social sciences

A.) IN-SERVICE COURSES

☐ Additional sheet attached

DATE	TRAINING OR WORKSHOP	SPONSOR	ACTUAL HOURS	ESTIMATED POINTS
TOTAL ESTIMATED POINTS				

Please attach official certifications for all training **other than** NYCOM Fall Training School

B.) DEGREE RECEIVED

☐ M.P. A ☐ B.A. ☐ B.S. ☐ B.A. S ☐ A.S. ☐ A.A.S.
☐ Other: _____ Estimated Points: _____
Specify

College/University Name:

Major:

Location:

Date Received:

- ☐ Copy of complete transcript enclosed
☐ Copy of diploma showing major field of study is enclosed

NOTE: 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.

C.) IIMC CMC/MMC DESIGNATION

- ☐ Credentialed Municipal Clerk (CMC) has been obtained
☐ Master Municipal Clerk (MMC) has been obtained
☐ Copy of the certificate is enclosed

Estimated Points Received:

When completed, please mail:

- ☐ This application- completed application for re-certification must be received within sixty (60) days prior to the expiration of original certification
☐ Application fee of \$20.00 made payable to "NYSAC&VC" by check
☐ Transcripts, diploma or other supporting documents

**T0: Amanda M. Detschner, CMC, RMC, CMFO
Village of Barker
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Barker, NY 14012**