



KENTUCKY MUNICIPAL CLERK ASSOCIATION

APPLICATION FOR KMMC CERTIFICATION KENTUCKY MASTER MUNICIPAL CLERK

Program Effective April 2009

All Credits Must Be Dated April 2009 or Later

www.kyclerks.com

Date: _____

APPLICATION PROCESS

Complete page one (1) of this application and submit it to KMCA to enter the KMMC program.

Upon fulfilling all the requirements for the KMMC Certification, the applicant should complete the rest of the application and submit it along with the Continuing Education Plan and payment of non-refundable \$100 fee.

REQUIREMENTS FOR CERTIFICATION

- Active KMCA Membership.
- Hold a CKMC designation in good standing.
- Complete and submit KMMC Application for the KMMC certification with required supporting documentation (i.e. Certificates of Attendance, Confirmation Letters from Officials), Continuing Education Plan, and fee.
- Attain the required number of points in the Advanced Education category.
- Attain the required number of points in the Professional and Social Contribution category.

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| ID# |
| KMCA# |

PERSONAL INFORMATION

Name (Last, First, MI) ↑ Title ↑

Municipality ↑

Mailing Address (Street Address Required) ↑ Suite / Apt # ↑

City ↑ State ↑ Zip code ↑

Email address ↑

Phone Number with area code ↑ Fax Number with area code ↑

EDUCATION REQUIREMENTS – 100 POINTS REQUIRED 1 POINT = 1 EDUCATIONAL HOUR

Completion of the 100 hours of coursework shall be as follows:

- A) Minimum of sixty (60) hours must be obtained through Kentucky Master Municipal Clerk Academy programs.
- B) Minimum of twenty (20) hours must be obtained through KMCA Spring Conference programs.
- C) If needed, an additional twenty (20) hours may be obtained through other educational training sessions.

*IIMC approved Athenian dialogues awarded at ½ a point for each hour attended. Points for sessions at KMCI cannot be used, except for a maximum of two (2) movie credit points if **not** used for obtaining KMCI certification.*

| A) Kentucky Master Municipal Clerk Academy Points | | | | |
|--|---------|-------|-------------|-----------|
| Location | Mo./Yr. | Hours | Est. Points | KMCA Use: |
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| Total points: | | | | |

| B) Kentucky Municipal Clerk Association Spring Conference Points | | | | |
|---|---------|-------|-------------|-----------|
| Location | Mo./Yr. | Hours | Est. Points | KMCA Use: |
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| Total points: | | | | |

| C) Other Educational Training Session Points (If needed) | | | | |
|---|---------|-------|-------------|-----------|
| Location | Mo./Yr. | Hours | Est. Points | KMCA Use: |
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| Total points: | | | | |

| Total Education Points | | | KMCA Use: |
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| (100 points required): | | | |

PROFESSIONAL AND SOCIAL CONTRIBUTIONS – 20 points required

Documentation must be submitted to verify your accomplishments in categories 1 – 10.

1. Active member of KMCA Board of Directors – 2 points per year per position

| Position | Dates of service | Est. points | KMCA Use: |
|----------|------------------|-------------|-----------|
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2. Active Chair or Co-Chair of IIMC or KMCA Committee – 2 points per year per position

| Position | Dates of service | Est. points | KMCA Use: |
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3. Officer in Regional KMCA Chapter or District – 2 points per year per position

| <i>Position</i> | <i>Dates of service</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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4. Registration and attendance at an IIMC Region V Conference, attendance at any other KMCA sponsored training not used for Education credits above, or Kentucky League of Cities Annual Conference – 1 point per year per conference

| <i>Conference</i> | <i>Location</i> | <i>Mo./Yr.</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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5. Registration and attendance at an IIMC Annual Conference – 4 points per year 2009 – 2014; 2 points per year 2015 – forward. Points used in this category may not be used for Advanced Education

| <i>Conference</i> | <i>Location</i> | <i>Mo./Yr.</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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6. Teacher/Trainer at a KMCA or IIMC Recognized Program – 2 points per hour of teaching

| <i>Conference</i> | <i>Location</i> | <i>Mo./Yr.</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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7. Active IIMC or KMCA Committee member – 1 point per year per position

| <i>Position</i> | <i>Dates of service</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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8. Unique on-the-job performance or achievements that benefit the profession or community. Recognition by your peers and/or your citizens – 1 point per achievement. Maximum 2 points per year

| <i>Position</i> | <i>Dates of service</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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9. Officer in related, statewide professional association

(i.e. Department for Local Government, Kentucky League of Cities, Kentucky Government Finance Officers Association (KGFOA), Kentucky Municipal Environmental Safety and Health Association (KMESHA), Kentucky Public Human Resources Association (KPHRA), etc. – **1 point per year per position**)

| <i>Position</i> | <i>Dates of service</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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10. Panel members and leaders of roundtable discussions at KMCI, MMCA, or Spring Conference – ½ point per hour of participation per conference

| <i>Conference/Role</i> | <i>Mo./Yr.</i> | <i># hours</i> | <i>Est. points</i> |
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| <i>KMCA Use:</i> |
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| Total Professional and Social Contributions Points | |
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| | (20 points required): |

| <i>KMCA Use:</i> |
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I hereby submit my completed application for the KMMC certification and attest the preceding statements and supporting documents are true and accurate to the best of my knowledge. If evidence to the contrary is discovered, it may result in rescinding certification.

Signature

I have written and attached a Continuing Education Plan.

Signature

See attached instructions for Continuing Education Plan.

Media and or Local Government Official to be notified of your KMMC Certification status (optional)

Name ↑ Title ↑ e-mail address ↑

Name ↑ Title ↑ e-mail address ↑

Name ↑ Title ↑ e-mail address ↑

**Kentucky Master Municipal Clerk
Continuing Education Plan**

Instructions

The Kentucky Municipal Clerks Association expects all clerks achieving the Kentucky Master Municipal Clerk certification to make a commitment to continuing education throughout their careers. They are expected to remain current in the practices of their profession, seek advanced training, and be a resource to their fellow clerks.

Having completed all other requirements for the KMMC, clerks applying for their certification shall write a Continuing Education Plan to submit with their application.

In no more than four, and no less than two, double-spaced pages (1" margins, 12-point type, Arial or Times New Roman), address the following:

1. Describe how your education up to this point has benefited you (personally and professionally), your municipality, and your community.
2. Describe what aspects of your education have been most beneficial to you and what areas KMCA might improve and how.
3. Describe the types of education and training you intend to pursue in the future.
4. Explain how continuing education may benefit you, your municipality, your profession, and your community.

Please put your name on each sheet of your Continuing Education Plan and attach them to your application along with the signed Commitment to Continuing Education form below.

I, _____, _____,
Print Name Title

of _____, do hereby make a Commitment to Continuing Education for
Municipality

the betterment of my municipality, community, and profession, this _____ of
Day

_____, 2019
Month

Signature

Check List for Submission:

- Completed KMMC application
- Supporting documentation (i.e. Certificates of Attendance, Confirmation Letters from Officials)
- Signed Commitment to Continuing Education
- Continuing Education Plan
- \$100 fee
- Make check payable to KMCA.
- Submit packet to current KMCA Education