

Indiana League of Municipal Clerks and Treasurers

INDIANA ACCREDITED MUNICIPAL CLERK APPLICATION

CHECKLIST OF APPLICATION REQUIREMENTS

BASIC INFORMATION

EXPERIENCE

Letter of sponsorship from ILMCT member *and*, if Deputy Clerk, letter from Principal Clerk or Clerk-Treasurer

Municipal Clerk, Clerk-Treasurer, or Deputy Clerk

Member of the ILMCT at least 2 years

Attended two ILMCT District meetings within preceding 4 years

EDUCATION & TRAINING

Education

Training

APPLICATION FEE OF \$25

APPLICATION CERTIFICATION

I, _____, hereby certify to the Education Development Committee of the Indiana League of Municipal Clerks and Treasurers that the following documents, statements, and presentations are accurate and true and hereby apply for certification as an INDIANA ACCREDITED MUNICIPAL CLERK.

Signature _____ Date _____

APPLICATION DEADLINE: May 1st. IAMC designations will formally be announced at ILMCT annual conferences.

➤ BASIC INFORMATION

Name _____ Title _____

Municipality _____

Mailing Address _____

City _____ ZIP _____

Telephone _____ FAX _____

Email _____

Positions and Dates

Current position _____ From _____

Other position with current municipality _____ From _____ To _____

Previous municipal positions _____ From _____ To _____

Other pertinent employment _____ From _____ To _____

Affiliations (Use additional sheets, if needed. List full names, dates, positions, etc.)

Civic activities _____

Professional associations _____

Media (Optional – List name and address of newspapers, radio, TV, and other media you wish ILMCT to notify of your IAMC award.)

➤ EXPERIENCE

- Letter of sponsorship from ILMCT member and, if Deputy Clerk, letter from principal Clerk or Clerk-Treasurer

Sponsor name, title, municipality _____

If Deputy, principal name, title _____

TOTAL POINTS (15) _____

- Municipal Clerk, Clerk-Treasurer, or Deputy Clerk
(Acceptable documentation includes Certificate of Election, Oath of Office, Certificate of Appointment, or letter from superior describing the administrative position in government or private business.)

Municipal Clerk, Clerk-Treasurer, or Deputy Clerk (15 points) _____

Municipal Clerk _____ years x 6 (36 points maximum) _____

Clerk-Treasurer _____ years x 6 (36 points maximum) _____

Deputy Clerk _____ years x 4 (36 points maximum) _____

Administrative position in municipal government _____ years x 2
(36 points maximum) _____

Administrative position in federal, state, county, or township government or private business
_____ years x 1 (30 points maximum) _____

TOTAL POINTS (31 minimum required) _____

- Member of ILMCT at least 2 years
(Acceptable documentation includes copies of accounts payable vouchers for dues paid to ILMCT or copies of ILMCT membership cards.)

List years of membership _____

TOTAL POINTS (15) _____

- Attended two ILMCT District meetings, typically held in Middlebury or Nashville, within preceding 4 years

Date and place of District meeting _____

Date and place of District meeting _____

TOTAL POINTS (15) _____ **TOTAL**
EXPERIENCE POINTS (76 MINIMUM REQUIRED) _____

➤ EDUCATION & TRAINING

- Education (Submit applicable transcript.)

ILMCT Municipal Clerks and Treasurers Institute / Academy

Transcript hours _____ divided by 2 _____

Bachelor or Associate degree in Public Administration or related field* (50) _____

Bachelor or Associate degree in unrelated field (25 points) _____

Related* course credits not used for completion of degree

Credit hours _____ x 1 _____

TOTAL EDUCATION POINTS _____

- Training (Acceptable documentation includes copies of accounts payable vouchers or certificates of participation.)

Programs, seminars, and workshops offered by organizations, governmental agencies, or associations such as State Board of Accounts, AIM, AWWA, IRWA, IWPCA, etc.

Hours of training _____ divided by 2 _____

State Board of Accounts School _____ years x 1.5 _____

Indiana League of Municipal Clerks and Treasurers District Meetings _____ years x .5 _____

International Institute of Municipal Clerks Regional Meetings _____ years x .5 _____

Indiana League of Municipal Clerks and Treasurers Annual Conference _____ years x .5
(10 points maximum) _____

International Institute of Municipal Clerks Annual Conference _____ years x 4
(10 points maximum) _____

Association Public Treasurers US & Canada Annual Conference _____ years x 4
(10 points maximum) _____

TOTAL TRAINING POINTS _____

TOTAL EDUCATION & TRAINING POINTS (24 minimum required) _____

*Related fields include, but are not limited to: urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences.

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PROCEDURE INFORMATION

Submit completed application, documentation, and \$25 application fee made payable to ILMCT to:

Vicki Kitchen, IAMC, MMC
Clerk-Treasurer

ILMCT Education Development Committee
P. O. Box 515
North Liberty, IN 46554
574-656-4447
vkitchen@northliberty.in.gov

Cynthia Morrison, IAMC
Clerk-Treasurer

ILMCT Education Development Committee
P.O. Box 117
Dale, IN 47523
812-937-2086
daleclerktreas@psci.net

If approved, your IAMC certificate and pin will be presented at the next ILMCT Conference. If you would like to have your certificate and pin presented a second time at a Council meeting, please so indicate and the ILMCT Education Development Committee will arrange for a member or Officer to attend and make the presentation.

Yes _____ No _____