

Certification Guidelines for the Missouri City Clerks and Finance Officers Association

MoCCFOA established our own certification program 20 years ago to assist clerks who are not members of IIMC – International Institute of Municipal Clerks.

There are four certification levels:

Missouri Registered City Clerk – MRCC

Missouri Registered City Clerk – Continuing, MRCC – Continuing

Missouri Registered City Clerk – Sustaining, MRCC – Sustaining

Missouri Professional City Clerk – MPCC

Annual education opportunities include Spring Institute held in March of each year; the Missouri Municipal League Conference held in September of each year; and three fall regional conferences held in November or December of the year, held in the Kansas City, Springfield and St. Louis areas.

MoCCFOA Certification Progress Plan must be completed and sent to our education director within 30 days of attending a conference. This is a “testing” process implemented for certification. Once the plans are received, a certificate is forwarded to clerks to keep for your records.

For all certification applications, documents must be submitted with the applications. The certification committee would prefer to see certificates however transcripts are acceptable. Also for college degrees noted, the certification committee requests transcripts; and for previous employment a letter from your previous employer is requested or a resume submitted.

Missouri Registered City Clerk

To obtain an MRCC Certification you must be a member of MoCCFOA for two years, complete 100 hours of education from MoCCFOA or IIMC and new clerks; or submit a bachelor’s degree and new clerks; or an associate degree, 67 education hours and new clerks. You then will have to submit 50 hours of experience points; which includes years as a clerk or other municipal employment; prior employment (with resume submitted or a letter from a previous employer) attendance at conferences; activities in MoCCFOA; IIMC participation or additional education experience.

Missouri Registered City Clerk – Continuing, MRCC – Continuing

This certification can be applied two years after receiving your MRCC. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed.

Missouri Registered City Clerk – Sustaining, MRCC – Sustaining

This certification can be applied two years after receiving your MRCC-Continuing status. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed.

Missouri Professional City Clerk – MPCC

This certification can be applied two years after receiving your MRCC-Sustaining status. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed along with submission of a one-page essay on the on the meaning and value of the MRCC and MPCC Program.

The cost for certification levels are:

MRCC, \$50, for certificate and pin

MRCC-Continuing, \$40, for designation and certificate

MRCC-Sustaining, \$40, for designation and certificate

MPCC, \$125 for plaque and pin; \$60 for certificate and pin



Certification Application

I am applying for the following certification: (circle one)

MRCC

MRCC Continuing

MRCC Sustaining

MPCC

Name: _____
Last First MI

Job Title: _____ Division: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Government Officials to Notify of Certification: (Optional)

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Media Information: (Optional) List any news media you wish to receive the press release.

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ City: _____

I hereby apply for certification with the Missouri City Clerks and Finance Officers Association and affirm that all information is accurate and true to the best of my knowledge.

Municipality: _____ **Date Hired:** _____

Signature: _____ **Date Applied:** _____

The Missouri City Clerks and Finance Officers Association (MoCCFOA) desires to improve the ability of Missouri municipal clerks to obtain certification through education and experience. Establishment of the Missouri Certification Program was to encourage on-going education and growth as a goal for all Missouri municipal clerks, regardless of the size of the municipality.

Educational opportunities through MoCCFOA are provided at the following events:

- New Clerks Institute - Purpose is to introduce clerks to the legal aspects and core requirements of the position. This institute is mandatory for all clerks entering the program.
- Spring Institute – Purpose is to provide extensive educational opportunities and the opportunity to network with other clerks.
- IIMC Conference – Purpose is to provide educational opportunities and the opportunity to network with other clerks throughout the world.
- Missouri Municipal League Conference (MML) – This conference includes elected and other city officials.
- Regional Institutes – Purpose is to provide an opportunity for clerks to attend training sessions in their own areas. Held in the Kansas City, St. Louis and Springfield areas, the same information is presented at each location. This provides flexibility for clerks attempting to obtain certification.

Each certification level (MRCC, MRCC Continuing, MRCC Sustaining, MPCC) has specific requirements for education, professional and social contributions and employment. Please complete each section fully and provide backup documentation for each required item. Your application will not be processed without backup documentation. The deadline for submission is February 1 each year for recognition at Spring Institute. Announcements of certifications to date will be done at the MML Business Meeting, but no certifications will be handed out.

CODE OF ETHICS

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:

- impart standards of quality and integrity so the conduct of members shall be above reproach and merit public confidence;
- promote the professional development of the Association’s members; and,
- enhance and promote the professional management of governmental records.

To further these objectives, certain principles shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association:

Name: _____ City: _____

1. To recognize that my chief function at all times is to serve the best interests of the people;
2. To uphold both the letter and the spirit of the government and laws of the State of Missouri, my county and municipality;
3. To devote my time, skills and energies to by office, both independently and in cooperation with other professionals;
4. To so conduct my public and private life as to be an example to my fellow citizens;
5. To be sensitive and responsive to the rights of the public and the public's changing needs;
6. To impart to my profession those standards of quality and integrity, that the conduct of the affairs of my office shall be above reproach and will merit public confidence in my community;
7. To maintain my neutrality and impartiality, rendering equal service to all and extend the same treatment I wish to receive myself;
8. To respect and protect privileged information to which I have access by virtue of my office;
9. To not knowingly be a party to or condone any illegal, immoral, or improper activity; and,
10. To use neither public property nor resources for my personal or political gain.

I do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Professional City Clerk.

Signature of Applicant

CERTIFICATION REQUIREMENTS

The certification process is a step process beginning with MRCC and continuing until the MPCC designation. It will take a minimum of 8 years to complete all steps. Please review this page and the supplemental information on page 4 while filling out your application worksheet.

Missouri Registered City Clerk (MRCC): (Fill out and submit only pages 1-3, 5-6)

- Active Municipal or Deputy/Assistant City Clerk in a Missouri municipality
- Two-year membership in MoCCFOA
- Affirmation of Missouri Clerks' Code of Ethics
- Minimum of 50 points for education, in addition to the mandatory New Clerks' Institute
- Minimum of 50 points for experience and additional education
- A resume must be submitted for prior work experience
- Memo or letter from HR verifying employment dates
- Completion of the application, including the enclosure of documentation for each point claimed
- Payment of registration fee of \$50 for pin and certificate

Missouri Registered City Clerk – Continuing (MRCC Continuing) or Sustaining (MRCC Sustaining): (Fill out and submit only pages 1, 3, 7-8)

- Active Municipal or Deputy/Assistant Clerk in a Missouri municipality
- Two-year waiting period for Continuing status after attaining MRCC designation (or MRCC Continuing)
- Affirmation of Missouri Clerks' Code of Ethics

Name: _____ City: _____

- A total of 25 points in Advanced Education and Professional and Community Service:
 - a minimum of 15, maximum of 20 points in Advanced Education
 - a minimum of 5, maximum of 10 points in Professional and Community Service; and ○ five additional points in either Education or Service (All points be granted on the State Association Level)
- Completion of the application, including the enclosure of documentation for each point claimed
- Payment of \$40 registration fee for designation and certificate

Missouri Professional City Clerk (MPCC): (Fill out and submit only pages 1, 3, 7-8)

- Same requirements as for the MRCC Continuing and Sustaining
- Two-year waiting period for Continuing status after attaining MRCC Sustaining designation
- A one to two-page written statement on the meaning and value of the MRCC and MPCC program, personally and professionally. The statement is to be single-spaced, 12-point type, on letter-size paper with one-inch margins.
- Payment of registration fee, \$125 for pin and plaque or \$60 for pin and certificate

Supplemental Information:

A) Base duties of Missouri Municipal Clerk, including but not limited to:

- Secretary to the board/council and any municipal committees, boards or commissions as required;
- Preparation of agendas, minutes and/or official documents of the municipality;
- Maintenance and preservation of bylaws, ordinances and/or legal instruments of the municipality;
- Custody of the municipal seal and the execution of official documents;
- Management of records and archives of the municipality
- Administration of oaths of office and document certification; and,
- Administration of elections.

B) Hours may also applicable to the IIMC certification program.

C) Determination of appropriate credits will be the decision of the Certification Committee.

D) Clerks transferring to Missouri from another state who have attained CMC status from IIMC may receive the MRCC designation upon successful completion of the New Clerks' Institute, submittal of MRCC application and appropriate fees; if another State's certification has been granted, please submit the State application and MoCCFOA New Clerks' Institute Certificate. The application will be reviewed by the Certification Committee to determine if their courses and/or testing is comparable to MoCCFOA's certification process.

E) Certifications from other organizations and home study courses must be approved by the Certification Committee prior to study.

F) If you have 100 hours from MoCCFOA and a degree, MoCCFOA hours may be used for Education points and the relevant college courses may be itemized under Section 2: (E) Additional Educational Experience. All Educational hours are subject to review for relevance and timeliness.

G) If specific training is not listed, prior approval may be granted by the education committee, by submitting the course outline and testing information to the education committee chairman, prior to taking the course. Approval must be granted to allow for course credit. Please understand if you take the course and it is not approved, it is subject to rejection and no education points will be allowed.

When completed, send application with all appropriate documentation to: Ms.

Leesa Ross

City of Frontenac

10555 Clayton Road

Frontenac, MO 63131

(314) 373-6504

lross@cityoffrontenac.org

*** No applications for certifications will be processed between February 15 and March 31.**

Name: _____ City: _____

BASIC REQUIREMENTS		CIRCLE ONE	MRCC Worksheet
I am an active Municipal Clerk or		YES NO	
I am a Deputy/Assistant Clerk and I have enclosed a letter from the City's Municipal Clerk verifying that I perform 50% of the Municipal Clerk's based duties. (Listed in supplemental information.)		YES NO	
I have read and signed the Code of Ethics.		YES NO	
I have included payment of \$50 for pin and certificate.		YES NO	
I have been an active member of MoCCFOA for two years.		YES NO	

Date joined: _____

SECTION 1: EDUCATION					
Select one item that describes your education				Points available	Your points
50 points required	A	New Clerks' Institute		X	Year _____
	B	100 hours at MoCCFOA Institute		50 points	
	C	Bachelor's degree or higher in any field (A copy of degree and transcript is required.) BA BS Other: _____ Major: _____ School: _____ Month/Year Awarded: _____		50 points	
	D	Associate of Arts degree in related field and 67 hours of Institute training including. (A copy of degree and transcript is required.) Major: _____ School: _____ Month/Year Awarded: _____		50 points	

Total Section 1:
(Minimum 50 points required)

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SECTION 2: EXPERIENCE						
A: Administrative Experience				Points available	Total Years	Your points
List your exact Month/Year start and end date – years will be figured by adding months together and dividing by 12. Only full years will count. (I.e, 50 months/12=4 years and 2 months this is 4 years only) Partial points will not be accepted!						
12 points minimum 40 points maximum	1	Full time Municipal or Deputy/Assistant Clerk with administrative duties List start and end month/year(s):		4 per year		
	2	Part time Municipal or Deputy/Assistant Clerk with administrative duties List start and end month/year(s):		2 per year		
	3	Part time Municipal or Deputy/Assistant Clerk with no administrative duties List start and end month/year(s):		1 per year		
	4	Previous full-time administrative position in municipality List start and end month/year(s):		1 per year		
	5	Other governmental administrative position List start and end month/year(s):		1 per year		
	6	Administrative position in business or not for profit List start and end month/year(s) – Resume must be submitted:		1 per year		
	7	Certification from another organization relevant to Municipal Clerk duties		2 each		

Total Section A:

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Name: _____ City: _____

B: MoCCFOA Attendance			Points available	Years	Your points
20 points max	8	Spring Institute	4 per year		
	9	Regional Institute	2 per year		
	10	New Clerks' Institute	1		
	11	Division Meeting	1 each (6 pt max)		
	12	MML Conference	1 each		
Total Section B:					

C: Activities in MoCCFOA			Points available	Years	Your points
13	Chair of State Committee		2 per year		
14	Active member of State Committee		1 per year		
15	Session Presenter (convener not allowed)		2 per event		
16	Division Officer		1 per year		
17	Chair of Division Committee		1 per year		
Total Section C:					

D: IIMC Participation			Points available	Your points
18	IIMC Conference Attendance		1 per certified hour from IIMC	
19	Region VII Meetings		1 each	
Total Section D:				

E: Additional Educational Experience			Points Available	Your points
25 Points Max	20	Courses/Seminars and in-service training relating to position as a Municipal Clerk	1 per 6 hour course	
	21	Completion of a home study course approved by MoCCFOA	Varies with course	
	22	Business Courses related to municipal position and not counted elsewhere	1 per 10 hours	
	23	College/University Courses relevant to municipal position and not previously counted	1 per credit hour	
Total Section E:				

Total Section 2: A, B, C, D, E:
(Minimum 50 points required)

For each item on the worksheet above, circle or highlight the number/letter of the item if you have included your backup documentation in this packet. If documentation is not included your points will be reduced and your application may be denied.

Submission Information:

- _____ I have filled out page 1.
 - _____ I have completed the appropriate worksheet.
 - _____ I have enclosed copies of documentation for each item on worksheet. (do not send originals.)
 - _____ I have enclosed the appropriate fee. (found on page 3)
- To pay via check: **Make checks payable to MSU.** To pay via credit card: contact bpearson@missouristate.edu

Name: _____ City: _____

BASIC REQUIREMENTS		CIRCLE ONE	MRCC - Continuing/Sustaining & MPCC Worksheet
I am an active Municipal Clerk or Deputy/Assistant Clerk in a Missouri Municipality	YES NO		
Two years have passes since I received my last certification What level did you receive: _____ Date: _____	YES NO		
I have read and signed the Code of Ethics.	YES NO		
I have included payment of \$40 for MRCC Continuing or MRCC Sustaining or MPCC fee of \$125 for plaque and Certificate or \$60 for pin and certificate.	YES NO		
I have been an active member of MoCCFOA for two years.	YES NO	Date joined:	
Date Previous Certification Level Granted		Date:	

SECTION 1: ADVANCED EDUCATION				
Select one item that describes your education			Points available	Your points
15 points min / 25 points max	A	Completion of an MoCCFOA Master Academy session	1 point for 2 hours	
	B	Completion of IIMC Master Academy session	3 points for 6 hours	
	C	Academic credits in a related field from a college or university. (Only credits received after your last level of certification can be counted.)	2 points for each credit unit	
	D	Certification from SHRM, GFOA, MML Certified Elected Officials, Parliamentarian, IPMA	2 points per certification (4 pts max)	
	E	Presenter at an MoCCFOA recognized Institute or other municipal clerk education program	1 point per presentation	
Total Section 1: (Minimum 15 points required)				

Name: _____ City: _____

SECTION 2: PROFESSIONAL AND COMMUNITY CONTRIBUTIONS					
A: Administrative Experience			Points available	Years	Your points
5 points min / 10 points max	1	MoCCFOA Officer	2 points per year		
	2	MoCCFOA Executive Board Director or Past President (must attend at least 3 meetings per 2-year term)	1 point per year		
	3	Member of MML or IIMC Board of Directors	2 points per year		
	4	Chairperson of a MoCCFOA, MML or IIMC Committee	2 points per year		
	5	Active member on a MoCCFOA, MML or IIMC Committee	1 point per year		
	6	Attendance at MoCCFOA, MML or IIMC Regional or Annual Conference	1 point per event		
	7	Teacher/Trainer at a MoCCFOA, MML or IIMC Session	2 points per session		
	8	Singular on-the-job achievement that benefit the profession or community	1 point per year		
	9	Personal accomplishments of benefit to the position	1 point per year		
	10	Serving as officer in a professional association	1 point per year		
	11	Serving as a MoCCFOA Division Officer	1 point per year		
			Total Section 2: (Minimum 5 points required)		
			TOTAL POINTS (25 MINIMUM)		

For each item on the worksheet above, circle or highlight the number/letter of the item if you have included your backup documentation in this packet and number/letter your backup to match. If documentation is not included your points will be reduced and your application may be denied.

Submission Information:

- _____ I have filled out page 1.
- _____ I have completed the appropriate worksheet.
- _____ I have enclosed copies of documentation for each item on worksheet. (do not send originals.)
- _____ If applying for MPCC, I have included my 1-2 page statement. (see page 3 for guidelines.)
- _____ I have enclosed the appropriate fee. (found on page 3)

To pay via check: Make checks payable to MSU. To pay via credit card: contact bpearson@missouristate.edu