



Missouri City Clerks & Finance Officers Association

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Melissa Mattson, Certification Committee Chairperson

City of Albany 106 E. Clay St.

Albany, MO 64402

APPLICATION FOR MPCC CERTIFICATION

Date: _____

**NOTE: All items eligible to review for MPCC credit must be dated AFTER your MRCC Designation achievement date: _____
I attest that 3 full years have passed since my MRCC Designation achievement date: _____**

PERSONAL INFORMATION

Name (Last, First, MI.) ↑ Title ↑

Municipality ↑

Mailing Address (Street Address Required for the Shipment of pin or plaque) ↑ Suite/ Apt. # ↑

City/State/ ZIP Code ↑

Email Address ↑

Phone Number ↑ Fax Number ↑

Media and/or Local Government Official to receive an email announcing your MPCC Certification status

(Optional)

Name Title E-mail Address

Name Title E-mail Address

Name Title E-mail Address

**Email application and supporting documents to MoCCFOA Certification Committee Chairperson
Melissa Mattson, City of Albany mmattson@albanymo.net**

MOCCFOA Code of Ethics

The Missouri City Clerks & 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 principals shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association

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 my municipality;
3. To devote my time, skills and energies to my 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 standards of quality and integrity to my profession; to conduct the affairs of my office above reproach; and to 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 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 hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Professional City Clerk.

I hereby apply for Missouri Professional City Clerk (MPCC) status with the Missouri City Clerks & Finance Officers Association, and attest that the following statements and supporting documentation are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in the rescinding of my designation. If, in the course of the review process, evidence comes to light that contradicts the veracity of the materials submitted, MOCCFOA has the right to suspend the certification application review process. I further acknowledge that in order for MOCCFOA to recognize a MPCC designation, I must remain an active member of MOCCFOA.

I hereby commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature:

Date:

I have paid \$125 for a pin, plaque & certificate by check _____ credit card _____

SECTION 1 - ADVANCED EDUCATION

20 MINIMUM POINTS REQUIRED

1. Completion of an MOCCFOA-approved Master Academy session.

1 point per 2 educational hours

Academy Title/ Location	Mo./Yr. Completed	Hours	Est. Points

MOCCFOA only:

▶ Be sure to enclose a copy of the certificate of completion or transcript from each Master Academy session.

2. Completion of IIMC Master Academy session.

1 point per 2 educational hours

IIMC event	Mo./Yr. Completed	Hours	Est. Points

MOCCFOA only:

▶ Be sure to enclose a copy of the certificate of completion or transcript from each Master Academy session.

3. Academic credits in a related field from a college or university (only credits received after MRCC certification) 1 point

College or University Name	Credits	Mo./Yr. Completed	Est. Points

MOCCFOA only:

▶ Be sure to enclose a copy of official transcripts for each certification submitted.

4. Certification from the following:

4 points per certification, 8 point maximum

	Mo./Yr. Completed	Est. Points
MML's MGI		
MML's AMGI		
GFOA		
SHIRM		
IPMA		
Parliamentarian		

MOCCFOA only:

▶ Be sure to enclose a copy of official transcripts for each certification submitted.

5. IIMC sponsored Athenian Leadership Society Dialogues.

3 points each, 12 point maximum

Book Title	Mo./Yr. Completed	Est. Points

MOCCFOA only:

▶ Only COMPLETED Athenian Leadership Dialogue certificates will be accepted. No certificates of ATTENDANCE ONLY will be accepted.

Total estimated Advanced Education Points - 20 points minimum



Secion 2 - PROFESSIONAL CONTRIBUTIONS

20 MINIMUM POINTS REQUIRED

1. MoCCFOA Officer

3 points per year

Position	Dates of Service (Mo/Yr)	Est. Points
Treasurer		
Secretary		
President- Elect		
President		

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

2. MoCCFOA Executive Board Director or Past President (must attend 3 meetings per 2 year term)

2 points per year

Position	Division	Dates of Service (Mo/Yr)	Est. Points

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

3. Member of MML or IIMC Board of Directors

2 points per year

Position	Association	Dates of Service (Mo/Yr)	Est. Points

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

4. Chairperson of a MoCCFOA, MML or IIMC Committee

2 points per year

Committee Name	Association	Dates of Service (Mo/Yr)	Est. Points

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

5. Active Member on a MoCCFOA, MML, or IIMC committee

1 point per year

Committee Name	Association	Dates of Service (Mo/Yr)	Est. Points

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

6. Attendance at MoCCFOA, MML, or IIMC Regional or Annual Conference

1 point per event

Conference Name	Association	Date of Session	Est. Points

MOCCFOA only:

7. Presenter/Teacher/Trainer at a MoCCFOA, MML, or IIMC session

2 point per event

Session Title	Association	Date of Session	Est. Points

MOCCFOA only:

8. MoCCFOA Division Officer

1 point per year

Position	Mo./Yr. Completed	Est. Points
Treasurer		
Secretary		
President Elect		
President		

MOCCFOA only:

▶ Be sure that your supporting documentation for service outlines the specific month and year of your start and end dates for this service.

Total estimated Professional Contribution Points - 20 points minimum

TOTAL ESTIMATED POINTS FOR MPCC CERTIFICATION - 50 POINTS MINIMUM