

Missouri City Clerks and Finance Officers Association

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Melissa Mattson, Certification Committee Chairperson
City of Albany, 106 E. Clay St.
Albany, MO 64402



APPLICATION FOR MRCC CERTIFICATION

Date: _____

*Please be sure to review the current Certification Program informational sheet before submitting this application to the MoCCFOA certification committee for review and keep a copy for your records.

I am an active Municipal Clerk with an active membership to MoCCFOA for 3 consecutive years _____

I am an active Deputy/Assistant Municipal Clerk with an active membership to MoCCFOA for 3 consecutive years _____

PERSONAL INFORMATION

Name (Last, First, MI.) ↑ _____ Title ↑ _____

Municipality or Government Unit ↑ _____

Mailing Address (Street Address Required for shipment of pin) ↑ _____ Suite/ Apt. # ↑ _____

City, State, ZIP Code ↑ _____

Email Address ↑ _____

Phone Number ↑ _____ Fax Number ↑ _____

Media and/or Local Government Officials to receive an email announcing your MRCC 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 Registered City Clerk.

I hereby apply for Missouri Registered City Clerk (MRCC) 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 MRCC 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 \$50 for a pin & certificate by check _____ credit card _____

MRCC EDUCATION - 58 POINTS MINIMUM

1. New Clerks Institute - one time required course - must be within 6 years of MRCC applicaiton

	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>
New Clerks Institute			8.00

<u>MoCCFOA only:</u>
8.00

▶ Be sure to enclose a copy of the certificate of completion for session.

2. 100 hours of MoCCFOA or IIMC approved CMC or MMC education hours 1 point per 2 education hours

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>

<u>MoCCFOA only:</u>

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

3. A Bachelor's degree or higher in Public Administration or specified related field - 20 points. *

<u>College or University</u>	<u>Degree Earned</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

<u>MoCCFOA only:</u>

▶ Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

4. A Bachelor's degree or higher in an unrelated field - 10 points. *

<u>College or University</u>	<u>Degree Earned</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

<u>MoCCFOA only:</u>

▶ Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

5. Associate's degree in Public Administration or other related field - 5 points. *

<u>College or University</u>	<u>Degree Earned</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

<u>MoCCFOA only:</u>

▶ Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

* Only one degree may be used - use highest degree earned

TOTAL ESTIMATED EDUCATION POINTS -
58 POINTS MINIMUM

<u>MoCCFOA only:</u>

MRCC EXPERIENCE & PROFESSIONAL CONTRIBUTIONS - 50 POINTS MINIMUM

► MoCCFOA REQUIRES LETTERS OF EMPLOYMENT VERIFICATION FROM ALL PAST AND PRESENT HR DEPARTMENTS, CITY ADMINISTRATOR, OR MAYOR VERIFYING THE NATURE, DURATION, AND SCOPE OF EMPLOYMENT YOU ARE SEEKING CREDIT FOR. ONLY FULL YEARS WILL COUNT

A. Administrative Experience - 12 point minimum / 40 point maximum

1. Full-time Municipal or Deputy/Assistant Clerk with at least 4 of 8 core municipal clerk duties -- 4 points per year, 40 points maximum

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:

2. Part-time Municipal or Deputy Clerk with at least 4 of 8 core municipal clerk duties -- 2 points per year, 40 points maximum

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:

3. Other full time administrative positions in local government prior to becoming a Municipal or Deputy Clerk. 1 point per year, 20 point maximum.

Municipality and Position	Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:

4. Full time Administrative position in federal or state government -- 1 point per year, 20 points maximum

Employer and Position	Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:

5. Full time Administrative position in business or not for profit -- 1 point per year, 20 points maximum.

Employer and Position	Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:

B. MoCCFOA Attendance - 25 points maximum

6. MoCCFOA Spring Institute 4 points per year

Conference Location	Mo./Yr. Completed	Est. Points	MoCCFOA only:

7. MoCCFOA Regional Institute 2 points per year

Conference Location	Mo./Yr. Completed	Est. Points	MoCCFOA only:

8. MoCCFOA New Clerks Institute

Conference Location	Mo./Yr. Completed	Est. Points	MoCCFOA only:
		1.00	1.00

9. MoCCFOA Division Meeting 1 point per meeting, 6 points maximum

Divison	Mo./Yr. Completed	Est. Points	MoCCFOA only:

10. Missouri Municipal League Annual Conference

2 points per conference

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

C. Participation in MoCCFOA - 5 points minimum

11. Chair of a MoCCFOA Committee

2 points per year

<u>Committee</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

MoCCFOA only:

12. Active member of a MoCCFOA Committee

1 point per year

<u>Committee</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

MoCCFOA only:

13. Session Presenter at Division Meeting - maximum 2 presentations allowed

2 points per event

<u>Session Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

14. Division Officer

1 point per year

<u>Office held</u>	<u>Division</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>
Treasurer			
Secretary			
Vice President			
President			

MoCCFOA only:

15. Division Committee Chair

1 point per year

<u>Committee</u>	<u>Division</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

D. IIMC Participation

16. IIMC Conference Attendance

4 points per IIMC conference

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

17. IIMC Region VII Meeting

2 points per IIMC Region VII Meeting

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

18. Athenian Leadership Society Dialogues

3 points each, 12 points maximum

<u>Book Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

E. Additional Education or Professional Experience

19. Courses/Seminars and in-service training related to position of Municipal Clerk 1 point per 6 certified hours

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

MoCCFOA only:

20. Officer in a related Professional Organization (ex GFOA, ARMA) 1 point per year of service

<u>Name of Organizaiton</u>	<u>Mo./Yr. of Service</u>	<u>Est. Points</u>

MoCCFOA only:

TOTAL ESTIMATED EXPERIENCE POINTS - 50 POINTS MINIMUM

MoCCFOA only:

TOTAL ESTIMATED PONTs FOR MRCC CERTIFICAITON - 108 POINTS MINIMUM