

# CERTIFICATION

2018

# ICCTFOA CERTIFIES BASED ON GUIDANCE FROM BSU

Courses are certified by BSU, which is why credit hours go toward the education points within the application!

# THE APPLICATION

Urgh... It seems so complicated!



# HELPFUL HINTS

Keep a copy of all your certificates from the past.

All current training is on the AIC website.

Reports will come yearly in December from AIC as of 2019.

**MUST HAVE PAID ICCTFOA DUES TO RECEIVE CREDITS FOR THE YEAR.**



## Idaho City Clerks, Treasurers and Finance Officers Association

Certifies That

Renata McLeod

Has completed the following continuing education hours towards CMC/MMC with IIMC during the 2012 Idaho City Clerks, Treasurers and Finance Officers Institute, 2012.

	CMC Credits	MMC Credits
	2	0
	1	0
	1.5	0
	1.5	1.5
	1	1
	1	0
	1	1
	1	1
	1	1
	1	1
	1	1
	1.25	0
	1	1
	1	0
	1.5	1.5

### Member Information

Renata McLeod  
710 E. Hulan Ave.  
Coeur D'Alene, Idaho 83814-3958  
United States

Association of Idaho Cities  
3100 S. Vista Ave. Suite 310  
Boise, ID 83705

### Transcript

of continuing competency units earned by Renata McLeod

Activity Code	Date Earned	Description	Credits
NA	9/21/2015	Attended Event Session: General Session: PERSI Sustainability & New GASB Requirements (Approved)	1.5
NA	9/21/2015	Attended Event Session: Roundtable Discussions: Budgeting, Conflict Mgmt & Bill Collecting (Approved)	1.5
NA	9/21/2015	Attended Event Session: Fair Labor Standards Act: What You Need to Know (Approved)	1
NA	9/21/2015	Attended Event Session: Title VI Compliance (Approved)	1
NA	9/21/2015	Attended Event Session: Tools & Tips for Navigating the Family Medical Leave Act (Approved)	1.25
NA	9/21/2015	Attended Event Session: Breakfast General Session: Effectively Managing City Boards, Commissions an (Approved)	1
NA	9/21/2015	Attended Event Session: Media Skills for the Professional (Approved)	1.5
NA	9/21/2015	Attended Event Session: AIC Website (Approved)	0.5
NA	9/21/2015	Attended Event Session: Public Speaking Skills for the Professional (Approved)	1.75

Total Credits Earned: 11

# AIC WEBSITE - TRANSCRIPTS

- Log in
- Select Mange Profile
- Go to content & Features - select Professional Development

## Content & Features



### Favorites

Manage your favorites and share them with the community.



### Pages

Create pages linked to your profile, manage settings, edit existing pages.



### Professional Development

View current entries and professional development journal.




# AIC WEBSITE CONT.





Be sure to choose credit type; otherwise you will get all types of credits giving you three times the points you actually earned










MUNICIPAL AFFILIATES  
Professional Development: Renata McLeod

Certifications/Programs | Journal Entries

Status: All Statuses Certification/Program: All Certifications/Programs  
Credit Type: Certified Municipal Cl to 

Apply Filter

 Export Entries (Unicode)  Print Transcript  Print Filtered Entries  Email Transcript

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
  	Approved	8/1/2016	No Certification Selected Attended Event Session: Ordinances and Resolutions	1	Never	N/A
  	Approved	8/1/2016	No Certification Selected Attended Event Session: Municipal Records Retention	1	Never	N/A
  	Approved	8/1/2016	No Certification Selected Attended Event Session: Municipal Records Retention	1	Never	N/A
			No Certification Selected			

# THE APPLICATION FOR STATE CMC... TWO SILOS

Education - 100  
hours



Experience,  
Professional, and  
Social Contributions -  
20 Points



# EDUCATION - 100 HOURS

These points come from your “hours” spent in training. As of September 2019, you must complete the “Assessment” either before the end of the conference and turn it into AIC staff there or send it in no later than 1 week after the event to AIC.

- AIC - Annual Meetings
- ICCTFOA
- IIMC
- PRIMA- From 2016 forward

Proof required! It may take 3.5 years or more to gain 100 hours.



# EXPERIENCE, PROFESSIONAL, AND SOCIAL CONTRIBUTIONS - 20 PTS

Points are as follows and in addition to Education hours

- Experience- Min. 12 pts. - Comes from employment as Clerk/Deputy/Treasurer
- Professional/Social - Min. 6 pts. - Comes from serving as Chairperson to ICCTFOA Committee, Officer in District, Presenter at state or Dist. Mtgs. Please note a minimum of 4 points required for attendance at Institutes and/or District meetings.

# THE APPLICATION... THAT'S IT!

Turn in your packet to the Certification Committee Members with your sponsorship letter from another ICCTFOA Member. Our preference is via email; however, we will still take snail mail!

# THE NEW ADVANCED STATE CERTIFICATION TWO SILOS

Education - 100  
hours



Experience,  
Professional, and  
Social Contributions -  
20 Points



# EDUCATION - 100 HOURS FOR THE ADVANCED CERT.

There are two prerequisites: IdCMC and PRIMA Certification  
These points come from your “hours” spent in training after receiving your state CMC.

- AIC - Annual Meetings (previously Mountain West)
- ICCTFOA
- IIMC

# EXPERIENCE, PROFESSIONAL, AND SOCIAL CONTRIBUTIONS - 20 PTS FOR THE ADVANCED CERT.

Points are as follows and in addition to Education hours

- submittal of Newsletter articles; serving the Mentorship Committee by mentoring, coordination of a speaker or as a presenter at AIC or ICCTFOA Conferences; attending District meetings; and/or serving on ICCTFOA Committees/Boards.

**INTERNATIONAL INSTITUTE OF  
MUNICIPAL CLERKS (IIMC)  
CERTIFICATION  
- SOLE AND SEPARATE  
ORGANIZATION FROM ICCTFOA**

However, they will allow some credit  
for ICCTFOA Courses!

# IIMC BASICS - WWW.IIMC.COM

Membership to IIMC of two years is required before submittal for certification. Dues are based on your cities population.

CMC Requirements include: Performance of Municipal Clerk Duties, such as records management, elections, meeting administration, custody of the official seal and execution of official documents, etc.

\*\*Please remember to visit the website for an all inclusive list of requirements.

This program requires a nonrefundable application fee of \$50.00 which will go toward the total fee of approximately \$125.00.

# IIMC - CMC APPLICATION... TWO SILOS

Education - 60 points

Experience- 50 Points





# IIMC BASICS - MMC

Membership to IIMC of two years is required before submittal for certification. Dues are based on your cities population.

MMC Requirements include: Performance of Municipal Clerk Duties, such as records management, elections, meeting administration, custody of the official seal and execution of official documents, etc.

**\*\*Please remember to visit the website for an all inclusive list of requirements.**

This program requires a nonrefundable application fee of \$50.00 which will go toward the total fee of approximately \$ 400.00.

# IIMC MMC APPLICATION...

## TWO SILOS

Advanced Education -  
60 points

Experience- 40 Points



# IIMC AND ICCTFOA POINTS

## WHAT IS THE STATUS?

At this point in time IIMC will give 50% of the credit assigned to any ICCTFOA credits received. They required an assessment be completed and graded by BSU for each ICCTFOA Conference attended if you plan to use the points toward you IIMC.

The assessment is not needed for those seeking state idCMC.

# APT BASICS - WWW.APTUSC.ORG

Membership to APT of two years is required before submittal for certification.

CPFA Certified Public Finance Administrator requirements include:

Documentation of 60 points maximum, in combination of work experience standards and other experience standards, not more than 5 points for service as a committee member or more than 12 points for attendance at state/province APT association conferences - Good for 5 years

\*\*Please remember to visit the website for an all inclusive list of requirements.

This program requires a nonrefundable application fee of \$200.00.

THANK YOU FOR YOUR INTEREST!

Questions???