

ICCTFOA CERTIFICATION AT A GLANCE

LEARN - MENTOR - KNOW



A MESSAGE FROM THE TRAINING & CERTIFICATION CHAIR

Hello Again, this is Renata McLeod, your Committee Chair for the Training and Certification Committee.

I have had the pleasure of working on Certification since 2015 and love assisting members with earning their Certification. As you may know, the certification program is a step in your professional development.

The first step is becoming a member of ICCTFOA. There is a small membership fee and the benefits are vast! First, your membership includes your ability to become certified!

Next, you will be able to access Newsletters, network opportunities with your peers, professional support, and annual conference. Lastly, we have begun an advance certification program, so you can keep gaining professional development over the years.

Please remember Rome was not built in a day... and certification is not a race!

Certification is intended to be a line in the sand that demonstrates you have gained an amount of education that means you know how to be a Clerk/Treasurer and/or Finance Officer. Be prepared to take approximately 3-4 years to earn your base level certification! I also encourage you to get involved with committees and boards through ICCTFOA, AIC, or any of your professional organizations. Below please find contact information for ICCTFOA Committees you may want to get involved with.

Sincerely,

Renata McLeod, MBA, CMC ~City Clerk City of Coeur d'Alene

ICCTFOA COMMITTEES CONTACT INFORMATION

Committee you can serve on for credit	Committee Chairs Contact
Awards	Danielle Painter & Bobby Black 208-278-5338 208-642-6024
Mentoring	BessieJo Wagner & Mac Qualls 208-634-2103 208-347-2171
Communications	Angela Black 208-829-5415
Legislative	Lee Belt & Joey Bowers 208-454-0552 208-237-2400
Nominating	Jennifer Belfield 208-612-4009
Policy/Resolution	Debbie Geyer & Suzanne McNeel 208-455-4656 208-785-8600
Training/Certification	Renata McLeod 208-769-2231
Exhibitors/Entertainment	Danielle Painter & Bobby Black 208-278-5338 208-642-6024



CERTIFICATION

The Idaho City Clerks, Treasurers and Finance Officer Association (ICCTFOA) would like to take this opportunity to provide a brief outline of certification requirements and where you can get information!

Please note that the first steps in the process are to make contact with the ICCTFOA Training and Certification Committee Chair Renata McLeod (renata@cdaid.org) and to check out the ICCTFOA website for further information.

SCHOLARSHIPS

Scholarships are available from ICCTFOA to assist in paying for ICCTFOA membership dues, registration for the Annual ICCTFOA Institute, and registration for the AIC Annual Conference! We want to help you receive your certification!

CERTIFICATIONS AVAILABLE TO YOU

*The yellow highlighted certifications are managed and tracked by ICCTFOA. The rest are separate programs run by their own organizations!

Certification	Offered By	Quick Information	For more Information
State Certification •Idaho Certified Municipal Clerk (idCMC) •Idaho Certified Municipal Clerk/Treasurer (idCMCT) •Idaho Certified Municipal Treasurer (idCMT) •Idaho Certified Municipal Finance Officer (idCMFO)	Idaho City Clerks, Treasurers, and Finance Officers (ICCTFOA)	Begin your education by becoming a certified clerk and treasurer for the State of Idaho!	Visit https://idahocities.org/page/ICCTFOAAffiliatePage or Contact ICCTFOA Training and Certification Committee Chair Renata McLeod (renata@cdaid.org)
State Advanced Certification •Advanced Idaho Certified Municipal Clerk (idCMC-A) • Advanced Idaho Certified Municipal Clerk/Treasurer (idCMCT-A) • Advanced Idaho Certified Municipal Treasurer (idCMT-A) • Advanced Idaho Certified Municipal Finance Officer (idCMFO-A)	Idaho City Clerks, Treasurers, and Finance Officers (ICCTFOA)	Continue your education by becoming an advanced certified clerk and Treasurer for the State of Idaho!	Visit https://idahocities.org/page/ICCTFOAAffiliatePage or Contact ICCTFOA Training and Certification Committee Chair Renata McLeod (renata@cdaid.org)
AIC Online University AIC Certificate of Applied Public Administration	Association of Idaho Cities & Boise State University	Each of the 7 courses will take place in conjunction with the AIC Annual Conference and the ICCTFOA Institute.	Watch for the AIC Annual Conference and the ICCTFOA Institute registration pages for more information!
Public Risk Management Association (PRIMA) Certification	Public Risk Management Association (PRIMA)	The training in each session is filled with valuable information you can use immediately. New topics, industry trends, and updated information are added to every session to keep training alive and pertinent.	Visit https://idprima.org/idaho-prima-certification-program/
National Certified Municipal Clerk (CMC)	International Institute of Municipal Clerks (IIMC)	Enhance your job performance and prepare to meet the challenges of the complex role of the Municipal Clerk by completing the National Certified Municipal Clerk Certification!	Visit https://www.iimc.com/ Or The International Institute of Municipal Clerks has the lead for the International CMC and MMC program, but we can help with getting you pointed in the right direction regarding tracking your points/hours.
National Master Municipal Clerk (MMC)	International Institute of Municipal Clerks (IIMC)	Prepare to perform complex municipal duties by completing the National Master Municipal Clerk Certification!	Visit https://www.iimc.com/ Or The International Institute of Municipal Clerks has the lead for the International CMC and MMC program, but we can help with getting you pointed in the right direction regarding tracking your points/hours.
Certified Public Finance Administrator (CPFA)	Association of Public Treasurers of the United States and Canada (APT)	The CPFA designation means that an individual is committed to education and experience.	Visit https://www.aptusc.org/
Advanced Certified Public Finance Administrator (ACPFA)	Association of Public Treasurers of the United States and Canada (APT)	The Advanced CPFA rewards CPFA holders for a commitment to advanced educational topics offered by the APT US&C and its state and province associations.	Visit https://www.aptusc.org/
Certified Public Finance Officer (CPFO)	Government Finance Officers Association (GFOA)	The Certified Public Finance Officers Program for GFOA is a broad educational self-study program designed to verify knowledge in the disciplines of government finance.	Visit https://www.gfoa.org/cpfo

IDAHO STATE CERTIFICATION REQUIREMENTS

State Certification

- Idaho Certified Municipal Clerk (idCMC)
- Idaho Certified Municipal Clerk/Treasurer (idCMCT)
- Idaho Certified Municipal Treasurer (idCMT)
- Idaho Certified Municipal Finance Officer (idCMFO)

Education Min. 100 Hours

Satisfactory completion of 100 hours of training through Association of Idaho Cities conferences and trainings and ICCTFOA Annual Institute, APT or other applicable Treasurer/Finance Officer training. PRIMA class hours are eligible (1 credit per class hour). Other training will be considered, but it must relate to your job and cannot be used for points in other sections of the application.

Experience, Professional, and Social Contributions 20 Points

This category includes your work experience (min. of 12 pts), professional and social contributions (min. of 6 pts); Special note: Points can come from attending district meetings and serving as District Director.

You can access the application below www.idahocities.org

State Advanced Certification

- Advanced Idaho Certified Municipal Clerk (idCMC-A)
- Advanced Idaho Certified Municipal Clerk/Treasurer (idCMCT-A)
- Advanced Idaho Certified Municipal Treasurer (idCMT-A)
- Advanced Idaho Certified Municipal Finance Officer (idCMFO-A)

Education Min. 100 Hours

Satisfactory completion of 100 hours of training through Association of Idaho Cities conferences and trainings and ICCTFOA Annual Institute, APT or other applicable Treasurer/Finance Officer training. PRIMA class hours are eligible (1 credit per class hour). Other training will be considered, but it must relate to your job and cannot be used for points in other sections of the application.

Experience, Professional, and Social Contributions 20 Points

This category includes professional and social contributions. Special note: Points can come from 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.

You can access the application below www.idahocities.org

CERTIFICATION TIPS

- IT IS RECOMMENDED THAT YOU GET STATE CERTIFIED BEFORE GOING FOR YOUR INTERNATIONAL CERTIFICATION AS IT IS THE BACKBONE OF ICCTFOA.

- THE LENGTH OF TIME IT TAKES TO GET STATE CMC CERTIFIED ON AVERAGE IS 4 YEARS.

- IT IS RECOMMENDED THAT ONCE YOU ARE STATE CERTIFIED YOU CONTINUE WITH YOUR EDUCATION AS THIS PROFESSION IS EVER CHANGING.

PLAQUE EXAMPLE



IDAHO CITY CLERKS, TREASURERS AND
FINANCE OFFICERS ASSOCIATION

recognizes
SUZANNE MCNEEL

as an
Advanced Municipal Clerk

*For successfully completing the idCMC-A
requirements for the State of Idaho*

ICCTFOA MEMBERS WHO EARN THEIR CERTIFICATION CAN PURCHASE A PLAQUE THROUGH AIC.

EACH PLAQUE WILL COST \$70.00.

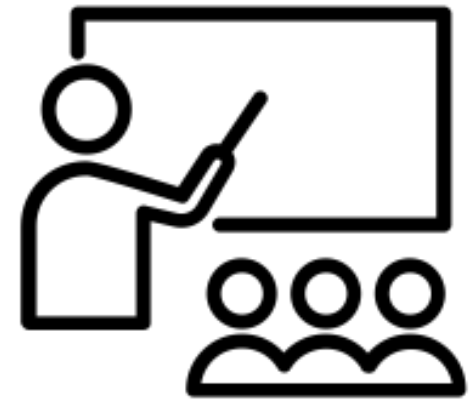
ONCE THE PLAQUES ARE RECEIVED BY AIC,THEY WILL BE MAILED TO YOU.

PLAQUES WILL BE ORDERED AFTER THE ICCTFOA INSTITUTE EACH YEAR.

PLAQUE ORDER FORMS CAN BE FOUND AT IDAHOCITIES.ORG

WHERE CAN MY EDUCATION HOURS COME FROM?

- Idaho City Clerks, Treasurers, and Finance Officers Association Conferences (ICCTFOA)
- Association of Idaho Cities (AIC) Conferences
- AIC University
- AIC Spring & Fall District Trainings
- PRIMA Certification
- IIMC Webinars and Conferences
- APT Webinars and Conferences
- GFOA Webinars and Conferences



Additional training must be reviewed and approved by the Certification Chair.

WHERE CAN MY EXPERIENCE, PROFESSIONAL, AND SOCIAL CONTRIBUTION POINTS COME FROM?

The final 20 points to obtain certification are earned through your Experience and Professional and Social Contributions as a City Clerk, Clerk/Treasurer, City Treasurer, or Finance Officer. These points are earned by a combination of the following service and mentoring activities:

- Chairperson or committee member of a municipal clerks/treasurers association committee
- Officer or trustee of an association or district
- Presenter at AIC, ICCTFOA, APT, or IIMC Conferences. Attending a national conference is not required.
- Presenter at a state or district meeting
- Officer and/or committee service in a related professional association

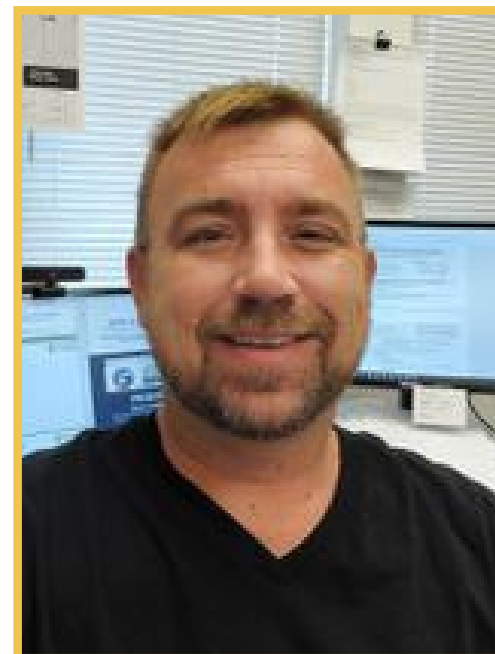
Once you have completed the aforementioned requirements you can apply for your State Certification or Advanced State Certification!

NEED HELP FINDING SOMEONE TO WRITE YOU A SPONSORSHIP LETTER?

Contact the Mentoring Committee Co-Chairs if you need help finding someone to sponsor your State Application.



Mentoring Committee Co-Chair
Bessiejo Wagner
City of McCall
bwagner@mccall.id.us



Mentoring Committee Co-Chair
Mac Qualls
City of New Meadows
cityclerk@newmeadowsidaho.us



SCHOLARSHIP OPPORTUNITY

Scholarships are available from ICCTFOA to assist in paying

for membership dues as well as attending the AIC Annual Conference (**Deadline: April 15th**) and the ICCTFOA Annual Institute (**Deadline: August 15th**).

The application for each event can be found on the AIC website.

The maximum scholarship amount is \$500 per person and your event registration fee and membership fee are paid first from the scholarship fund. The remaining balance is to assist you in financing your lodging, meals, and transportation costs.

ASSESSMENTS AND TRACKING CREDITS

Assessments will be given at each AIC or ICCTFOA Training. The assessment will need to be filled out during the event and **turned in at the end of the event or sent to AIC no later than 2 weeks after the event.** Email them to Payton!

pgrover@idahocities.org



In 2015, AIC began tracking credits on their website for ICCTFOA Members. There are 5 credits you might see on your report.

- IIMC CMC - Certified Municipal Clerks (IIMC)
- IIMC MMC - Master Municipal Clerk (IIMC)
- Certified Public Finance Administration (CPFA)
- Fundamental (ICCTFOA)
- Advanced (ICCTFOA)

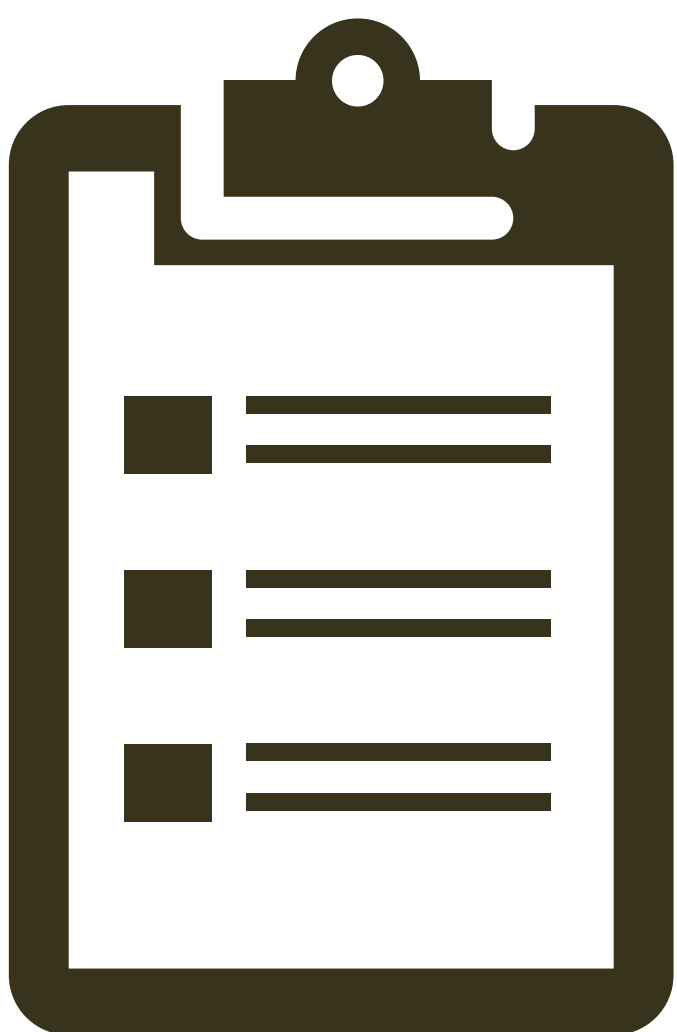
- As of 2019 AIC has stopped tracking IIMC Credits, but you still may use what you have towards your international certification.
- The Certified Public Finance Administration (CPFA) Credits are for members of the Association of Public Treasurers (APT) and can be used towards your CPRFA Certification.
- The Fundamental and Advanced Credits count towards the ICCTFOA state certifications. Most sessions provide credits that can be applied to both the Fundamental (1st State Certification) and Advanced (2nd State Certification). Because of this, once you begin working on your Advanced Certificate, you will have to make sure you don't use any of the session credits that were applied to your Fundamental Certification. The best way to do this is to list on your Advanced Certification Application only the credits that were earned after the date on which you received your fundamental certificate.

ACCESSING YOUR CREDIT REPORT ONLINE

1. Log into the AIC Website
 2. Click Manage Profile on the Left
 3. Scroll down and click on Professional Development
 4. Click Export Entries(Unicode) under the Apply Filter Button
 5. Press "Click here to download." in the popup window
 6. Once excel has opened go ahead and delete the columns: Entry ID, Status, Member ID, First Name, Last Name, Activity Code, Expires, Score (%), Certification, and Locked.
 7. Bold and Center the Top Line on your excel sheet
 8. Highlight the entire page and go up to the top and click the Data tab
 9. Within the data tab click Sort
 10. In the pop up use the drop down menu to pick Credit Type
 11. Then press ok
- Once your credits have been sorted you can see what you need for the type of credit you are working on or applying for.



[Click here](#) to access the 2 minute video instructions.



CHECKLIST FOR APPLICATION

- Download your credit report from the AIC website
- Make sure you have enough credits to satisfy requirements for all the categories.
- Download the Application from the AIC website and fill out each section.
- Have a folder with your completed application, letter of sponsorship if doing your State Certification, and point verification in it.
- Send to the Chair of the ICCTFOA Training & Certification Committee.
- Contact Renata McLeod (renata@cdaid.org) with any questions!

IN ORDER TO RECEIVE CREDITS FOR AIC/ICCTFOA TRAININGS YOU MUST TURN IN AN ASSESSMENT.