

**NORTH CAROLINA CERTIFIED MUNICIPAL CLERK PROGRAM**  
School of Government, University of North Carolina at Chapel Hill  
North Carolina association of Municipal Clerks

Initial Certification  
 Recertification

**APPLICATION FOR DESIGNATION AND RECERTIFICATION**  
DEADLINE: POSTMARKED BY MARCH 31, 2019

Date: \_\_\_\_\_

**Personal Information (As you want it to appear on the Certificate)**

Name (Last, First, MI): \_\_\_\_\_

Title: \_\_\_\_\_ Governmental Unit: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Media and/or local government official to receive an email announcing your NCCMC certification status:

(If more than one, send additional information on another sheet)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**For Certification Designation please complete the information below. For Recertifications, please go to page 2.**

Please check each applicable space below and enclose the supporting documentation as indicated.

**\*BOTH OF THE FOLLOWING MUST APPLY:**

- I am currently a full-time municipal clerk or deputy clerk; AND
- I am currently an active member of the North Carolina Association of Municipal Clerks and have been for a minimum of two (2) years.

**\*AT LEAST ONE (1) OF THE FOLLOWING MUST APPLY:**

- I have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; (Enclose copy of award letter or certificate from IIMC); **OR**
- I have successfully completed all course requirements for the IIMC Clerks' Certification Institute at the School of Government (SOG), including passage of the written examination. (Enclose copy of certificate): **OR**
- I have successfully completed the Municipal and County Administration Course at the SOG. (Enclose copy of certificate); **OR**
- I have a minimum of three (3) years' experience as a full-time municipal clerk or deputy clerk, and will need to take the NCCMC Examination. The NCCMC Exam passing score is 80. All applicants are given two (2) opportunities to take the exam per year, or a new application fee will be required.

I have enclosed the \$100 non-refundable application fee, which includes a framed North Carolina Certified Municipal Clerk Certificate. ***Checks should be made payable to: NCAMC***

I hereby apply for the North Carolina Certified Municipal Clerk status with the North Carolina Association of Municipal Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of Municipal Clerks, and recertification every five (5) years, is required to retain and use the North Carolina Certified Municipal Clerk designation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail checks and applications to: Angela Reece, Town of Black Mountain, 160 Midland Ave. Black Mountain, NC 28711

**CERTIFICATES WILL BE PRESENTED ANNUALLY AT THE NCAMC SUMMER ACADEMY**

Please enclose supporting documentation; incomplete applications will be returned. Any questions may be addressed to Angela Reece by calling (828) 419-9310, or by emailing [angela.reece@townofblackmountain.org](mailto:angela.reece@townofblackmountain.org)

**THIS SECTION MUST BE COMPLETED FOR RECERTIFICATION**

Recertification as a North Carolina Certified Municipal Clerk can be maintained as long as the Clerk obtains 30 hours of continuing education and participation every five (5) years. Recertification is required every five (5) years and the recertification period begins July 1 in the year you received your certification. Recertification forms must be postmarked by March 31 in the year your certification expires.

Please list all continuing education and participation points accumulated since last certification (all documentation supporting the points must be attached).

Clerks' Regional Academies:  
Dates attended/hours \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

Master Municipal Clerk Academy Classes  
Dates attended/hours \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

Other School of Government Courses/work related course  
Course name/date/hrs \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

Member of the Executive Board (2 hours per year served)  
Dates served \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

Chair of NCAMC Committee (2 hours per year served)  
Committee/date \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

Host of NCAMC Spring Regional Meeting (1 hour per year served)  
Date \_\_\_\_\_ total \_\_\_\_\_  
\_\_\_\_\_

**Total \_\_\_\_\_**  
**(Must total at least 30 hours)**

I have enclosed the \$50 non-refundable application fee, which includes a new North Carolina Certified Municipal Clerk certificate. **Checks should be made payable to: NCAMC**

I hereby re-apply for the North Carolina Certified Municipal Clerk status with the North Carolina Association of Municipal Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of Municipal Clerk, and recertification every five (5) years, is required to retain and use the North Carolina Certified Municipal Clerk designation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please mail checks and applications to: Angela Reece, Town of Black Mountain, 160 Midland Ave. Black Mountain, NC 28711

**CERTIFICATES WILL BE MAILED IN JULY 2019**

Please enclose supporting documentation; incomplete applications will be returned. Any questions may be addressed to Angela Reece by calling (828) 419-9310, or by emailing [angela.reece@townofblackmountain.org](mailto:angela.reece@townofblackmountain.org)