

Awards and Recognition

North Carolina Certified Municipal Clerk program certificates will be presented to the recipients at the annual North Carolina Association of Municipal Clerks Academy, which is held in August of each year.



Mission Statement

The mission of the North Carolina Association of Municipal Clerks, in cooperation with the International Institute of Municipal Clerks, the School of Government at The University of North Carolina at Chapel Hill, and the North Carolina League of Municipalities in Raleigh, is to provide a professional organization of city, town, and village clerks from across the state, dedicated to the continued growth and development of municipal clerks and their municipalities.

North Carolina Association of Municipal Clerks
www.ncamc.com

North Carolina Certified Municipal Clerk Program



Overview

The North Carolina Certified Municipal Clerks program is a **voluntary** accreditation program for North Carolina municipal clerks. It was initiated under the sponsorship of the North Carolina Association of Municipal Clerks and in cooperation with the School of Government of The University of North Carolina at Chapel Hill. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks (IIMC); however, municipal clerks will still have the option of participating in the IIMC programs.

An effort to design such a program evolved from the realization that municipal clerks wanted educational and professional growth, but limited budgets and reduced staff placed a hardship on the municipalities.

Objectives

The primary objective of this program is to professionalize the office of the municipal clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of North Carolina's municipal clerks regarding their duties, both statutory and general, along with their administrative and managerial competence;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training that is germane to North Carolina issues for the initial certification; and
- Broadening areas of focus to include more generalized professional and management training for advanced levels of certification.

The secondary objective is to enable North Carolina's municipal clerks to perform their duties more efficiently and effectively.

Criteria for Certification

To qualify as a North Carolina Certified Municipal Clerk through the North Carolina Association of Municipal Clerks, a candidate must be a member of the North Carolina Association of Municipal Clerks for two years. All candidates must meet one of the following criteria:

- Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute of the School of Government of The University of North Carolina, including completion of the Institute's written examinations with passing scores; **or**
- Have a minimum of three years experience as a full-time municipal clerk, deputy municipal clerk, assistant municipal clerk or secretary for an independent authority and complete the written examination with a passing score **or**
- Have a minimum of five years experience as a part-time municipal clerk, deputy municipal clerk, assistant municipal clerk or secretary for an independent authority and complete the written examination with a passing score **or**
- Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks (IIMC); **or**
- Have successfully completed the Municipal and County Administration Course at the School of Government of The University of North Carolina at Chapel Hill.

Passing scores will be determined by the State Certification Committee and the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

How Does It Work?

The certification examinations will be administered at least once annually. The subject areas will be determined by the State Certification Committee in consultation with the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

Criteria for Recertification

Recertification will be required every five years.

The five year recertification period will begin on July 1st of the year the recipient is scheduled to receive certification at the annual North Carolina Association of Municipal Clerks Academy.

- Clerks will need a minimum of 30 continuing education hours within a five year period following certification to recertify.
OR
- Clerks unable to attend continuing education classes will need a letter of hardship signed by the manager or mayor reflecting the restrictions on the Clerk's travel and training and will need to take an exam every five years to recertify.

Clerks are required to keep track of their own continuing education hours. Transcripts or copies of certificates will need to be submitted at the same time as the recertification application. Below is a list of acceptable recertification courses.

List of Acceptable Courses

- Courses offered by the School of Government of The University of North Carolina at Chapel Hill.
- Courses offered by agencies of the State of North Carolina; i.e. Secretary of State, Department of Transportation (DOT), Department of Environment and Natural Resources (DENR), Board of Elections, etc.
- Courses offered by agencies of the federal government; i.e. Federal Emergency Management Association (FEMA), Census Bureau, etc.
- Courses offered by the North Carolina League of Municipalities (NCLM).
- Other courses approved by the NCAMC State Certification Committee.