



**WISCONSIN CERTIFIED
MUNICIPAL CLERK
(WCMC)**



CERTIFICATION APPLICATION
(Version 2018-01)

Complete and submit this application to apply for your first Wisconsin certification – Wisconsin Certified Municipal Clerk (WCMC).

Please read through the application carefully and follow all instructions.

A total of 100 points are required - 50 points in each of the following two categories.

Part A - EDUCATION – 50 POINTS – Pgs. 5, 6 OR 7

Applicants must enclose documentation of all education experience claimed in this section.

Part B - CAREER & LIFELONG LEARNING EXPERIENCE–50 POINTS-Pgs. 8-14

CAREER EXPERIENCE - All applicants must enclose documentation of all career experience claimed in this section. ***Points will only be given for full calendar years of employment***

LIFELONG LEARNING EXPERIENCE - Applicants must enclose documentation for all lifelong learning experience claimed in this section. ***Documentation for this section **cannot be more than 7 years old** from the date of application.***

Send in all pages of this application - You need to complete and submit all pages of this application, including pages 4 and 15. **Please fill out completely including all required signatures.** ***Your application cannot be accepted without the required documentation and signatures.***

**Your Application w/check and required documentation
MUST BE Postmarked by MARCH 1 or OCTOBER 1**
The WMCA Certification Committee reviews applications
twice a year.

SEND COMPLETED, SIGNED APPLICATION, DOCUMENTATION AND PAYMENT TO:

**WMCA Certification Committee
262 W. Main Street
Wales, WI 53183**

WCMC APPLICATION

BASIC INFORMATION

PLEASE PRINT CLEARLY

Last Name: _____ First Name: _____

Maiden Name or Family Name if different in the last three years: _____

CURRENT EMPLOYMENT

Municipality or Government Unit: _____

Current Position Title: _____

(Check One)

Elected ____ or Appointed/Hired ____

I have been in this position from _____ to Present.
(Month & Year)

Street Address: _____
(Street Address)

Mailing Address (if different): _____

_____, WI _____
(City) (Zip Code)

Email Address: _____

Work Phone: _____

Fax Number: _____

Home or Cell Phone: _____

USE THIS CHECKLIST AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED:

- I am currently a Municipal Clerk or Deputy Clerk or perform duties thereof
The following are eligible municipal clerk duties for WCMC Certification:
Municipal Clerks, Deputy Municipal Clerks and others who serve a government body in an administrative capacity with at least four of the following management responsibilities and duties:
 - General Management
 - Records Management
 - Elections
 - Meeting Administration
 - Human Resources Management
 - Financial Management
 - Custody of the Official Seal and Execution of Official Documents.
 - Management of By-Laws, Articles of Incorporation, Ordinances or other Legal Instruments

- I am currently an Active Member of WMCA.

- I have been a member of WMCA for three (3) consecutive full years.

- I have included supporting documentation for the following:
 - 50 Education points – PART A
 - Documentation of Completion for all classes taken
 - 50 Experience points – PART B
 - Proof of employment
 - Documentation of Completion for all classes taken

- I have reaffirmed my belief in and practice of the WMCA Code of Ethics and signed the certification on page 9.

- I have enclosed the **\$100** application fee. (See pg. 17 for credit card payments.)

THE FOLLOWING STATEMENTS ARE FOR A PERSON WITHOUT THE TITLE OF CLERK THAT PERFORMS DUTIES OF CLERK'S OFFICE.

- I have enclosed a letter from my Municipal Clerk verifying that I perform the duties which qualify for WCMC Certification.

- If there are any special circumstances that apply, please submit a letter of explanation with your application.

PART A - EDUCATION – 50 POINTS

Choose one of the three following methods to achieve the required 50 Education Points.

NOTE: If you have completed a 100-hour Municipal Clerks Institute program AND hold a degree, you may use the Institute for the full 50 points for EDUCATION here and itemize relevant college courses under EXPERIENCE.

#1 Method to Achieve the Required 50 Education Points:

POINTS MAY BE OBTAINED IN ONE OF THE FOLLOWING WAYS: POINTS

Satisfactory completion of a 100-hour (3 years) WMCA-recognized UWGB Clerks Institute
(Supply SIGNED Graduation Certificate) 50

Satisfactory completion of a 100-hour (3 years) WMCA-recognized UWGB Municipal Treasurers Institute and Clerks Completion
(Supply SIGNED Graduation Certificates for both)..... 50

PEC ANNUAL POINTS PROGRAM EDUCATION POINTS

PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCMC Education Points: _____
 PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCMC Education Points: _____
 PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCMC Education Points: _____

TOTAL WCMC EDUCATION POINTS FROM PEC CERTIFICATES: _____

[Attach copies of your PEC Annual Certificates]

If the PEC Certificate Points total less than 50, use the following Institute and Degree lines to list additional items from other years to reach the 50 points needed.

UWGB CLERKS OR TREASURERS INSTITUTE

1st Year _____
Name of Institute Location Year Completed

2nd Year _____
Name of Institute Location Year Completed

3rd Year _____
Name of Institute Location Year Completed

I HAVE ENCLOSED A COPY OF THE SIGNED CERTIFICATE OF GRADUATION FROM INSTITUTE

Required for those utilizing the UWGB Treasurers Institute:

Clerk’s Completion UWGB, Green Bay, Wisconsin _____
Year Completed

I HAVE ENCLOSED A COPY OF THE SIGNED CERTIFICATE OF COMPLETION OF CLERK’S COMPLETION

Continue to PART B – Page 8

Part A-Education - #1- Applicant’s Total Education Estimated Points: _____ 50 Required

PART A - EDUCATION – 50 POINTS – cont.

#2 Method to Achieve the Required 50 Education Points:

EDUCATION POINTS MAY BE OBTAINED THE FOLLOWING WAY: POINTS

Masters or Bachelor’s degree or completion of another IIMC recognized Clerk’s Institute (supply official transcript) **AND**..... 40
First Year of UWGB Clerk’s Institute (supply SIGNED hours Certificate) 10

UNIVERSITY/COLLEGE DEGREES

To receive credit, the degree must be from an accredited institution, and must relate to the Municipal Clerk’s position. Related fields include, but are not limited to: public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences. WMCA’s Municipal Clerks Certification Committee will make the final decision.

****Enclose a copy of your complete transcript or a copy of your diploma showing major field of study.**

MASTERS DEGREE (40 PTS.) M.A. _____ M.S. _____ Other _____
(Specify Type of Degree)

Major: _____ College/University: _____

Location: _____ Month/Year Degree Awarded: _____

AND UWGB CLERKS INSTITUTE (10 PTS.)

1st Year _____
Name of Institute Location Year Completed

OR

BACHELORS DEGREE (40 PTS.) B.A. _____ B.S. _____ Other _____
(Specify Type of Degree)

Major: _____ College/University: _____

Location: _____ Month/Year Degree Awarded: _____

AND UWGB CLERKS INSTITUTE (10 PTS.)

1st Year _____
Name of Institute Location Year Completed

I have enclosed a copy of my complete transcript or a copy of my diploma showing major field of study

I have enclosed a copy of the signed certificate of completion from the Institute

Continue to PART B – Page 8

Part A-Education - #2- Applicant’s Total Education Estimated Points:

50 Required

PART A - EDUCATION – 50 POINTS – cont.

#3 Method to Achieve the Required 50 Education Points:

EDUCATION POINTS MAY BE OBTAINED IN THE FOLLOWING WAY: _____ POINTS

Associate of Arts degree in Public Administration or related field AND 30
Year One and Two of the UWGB Clerks Institute 20
(Supply official transcript and SIGNED hours certificate from Institute)

ASSOCIATES DEGREE (30 PTS.) A.A. _____ A.S. _____ Other _____
Specify Type of Degree

Major: _____ College/University: _____

Location: _____ Month/Year Degree Awarded: _____

AND UWGB CLERKS INSTITUTE (20 PTS.)

1st Year _____
Name of Institute Location Year Completed

2nd Year _____
Name of Institute Location Year Completed

(Check One)

I have enclosed a copy of my complete transcript or a copy of my diploma showing major field of study.

I have enclosed a copy of the signed certificate of completion from the Institute

Continue to PART B – Page 8

Part A-Education - #3- Applicant's Total Education Estimated Points:

_____ 50 Required

PART B-#1 - CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

B-#1 CAREER EXPERIENCE *Points will only be given for Full Years of Employment*****

[Example: You started 5/10/09 and today is 3/25/13 – This is only 3 years. 5/10/09 thru 5/11/13 – this is 4 yrs.]
 Applicants must document all career experience claimed in this section, i.e. a letter from your employer (current and past) noting your start and end dates and your title, or a copy of your appointment letter, minutes of your appointment, your oath of office, your certificate of election, etc.

	Points
Municipal or Deputy Clerk (1664 work hours or more per year)	4 per year
Municipal or Deputy Clerk (1040 to 1663 work hours or more per year)	2 per year
Municipal or Deputy Clerk (less than 1040 work hours per year)	1 per year
Other position in federal, state or local government	1 per year
Administrative/Supervisory position in business	1 per year

MAXIMUM TOTAL POINTS FOR CAREER SECTION IS 32.

*****Points will only be given for Full Years of Employment*****

Municipality or Government Unit: _____
 Title: _____ From _____ to Present.
(Month/ Year)

(Check One) Full Time Part Time Administrative Supervisory

Administrative Responsibilities: *(Please attach a separate sheet if necessary)*. _____

Applicant’s Estimated Current Career Points: _____ **pts.**

PREVIOUS POSITION #1

Municipality/Government Unit/Business: _____
 Title: _____ From _____ to _____
(Month & Year) (Month & Year)

(Check One) Full Time Part Time Administrative Supervisory

Administrative Responsibilities: *(Please attach additional sheets if necessary)*. _____

Applicant’s Estimated Past Career Points: _____ **pts.**

PREVIOUS POSITION #2

Municipality/Government Unit/Business: _____
 Title: _____ From _____ to _____
(Month & Year) (Month & Year)

(Check One) Full Time Part Time Administrative Supervisory

Administrative Responsibilities: *(Please attach additional sheets if necessary)*. _____

Applicant’s Estimated Past Career Points: _____ **pts.**

B-#1 – Total Estimated Career Points: _____

For Committee Use Only PART B-#1 - Total Career Points: _____

PART B-#2 – (continued) CAREER & LIFELONG LEARNING EXPERIENCE

A. LIFELONG LEARNING EXPERIENCE

**Applicants must attach documentation for all lifelong learning experience claimed in this section.*

**Documentation for this section cannot be more than 7 years old from the date of application.*

PEC ANNUAL POINTS PROGRAM – LIFELONG LEARNING POINTS

[Attach copies of your PEC Annual Certificates]

Certificate Year –June 1, ____ thru May 31, ____¹ Total WCMC Lifelong Learning Points _____

Certificate Year –June 1, ____ thru May 31, ____¹ Total WCMC Lifelong Learning Points _____

Certificate Year –June 1, ____ thru May 31, ____¹ Total WCMC Lifelong Learning Points _____

Certificate Year –June 1, ____ thru May 31, ____¹ Total WCMC Lifelong Learning Points _____

PART B-#2 A- TOTAL WCMC LIFELONG LEARNING POINTS FROM PEC CERTIFICATES: _____

I have attached a copy all PEC Certificates listed above to this page.

For Committee Use Only PART B-#2 A - PEC Points Awarded: _____

¹IMPORTANT: If you are submitting PEC Certificates, you may not list any other trainings in PART B for those years.

PART B-#2 – (continued) CAREER & LIFELONG LEARNING EXPERIENCE

B. WMCA and/or IIMC MUNICIPAL CLERKS CONFERENCES –

1 point for every 3 hours (MAX 20 pts)

What qualifies here: Attendance at WMCA Annual Conferences and/or IIMC Annual Conferences.

[¹IMPORTANT: If you are submitting PEC Certificates, you may not list any training here for those years. See page 9.]

Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours
Date	Location	Hours

PART B-#2 B-Total Estimated Conference Points: _____ hrs/ 3= _____ pts

For Committee Use Only

PART B-#2 B- WMCA/IIMC Conference Points Awarded: _____ hrs/3= _____

PART B-#2 – (continued) CAREER & LIFELONG LEARNING EXPERIENCE

C. WMCA/UWGB/IIMC SPONSORED SESSIONS

– 1 point per every 4 hours (MAX 20 pts)

Qualifying classes: WMCA Professional Education Committee (PEC) classes, New Clerks Class, WMCA District Meetings, UWGB Master Academy, UWGB Clerks or Treasurers Completion-if not used in Part A, and IIMC Education Sessions. *Please attach additional sheets if necessary.*

[**IMPORTANT: If you are submitting PEC Certificates, you may not list any training here for those years. See page 9.**]

Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours
Date	Location	Class Name	Hours

PART B-#2 C - Total Estimated WMCA / UWGB / IIMC Sessions Points: _____ hrs./ 4= _____ pts

For Committee Use Only
PART B-#2 C - Total WMCA / UWGB / IIMC Sessions Points Awarded: _____ hrs/4= _____

PART B-#2 – (continued) CAREER & LIFELONG LEARNING EXPERIENCE

D. CONTINUING EDUCATION

-1 POINT PER EVERY 6 HOURS OF ATTENDANCE (MAX 20)

Examples: Municipal Associations, State Associations, Municipal Treasurer’s Association of Wisconsin, Wisconsin Towns Association, Wisconsin Governmental Finance Officers Assoc. and Municipal League Conferences. Education courses such as SVRS/WisVote basic application training, MCT-Municipal Clerk Core Training through the WEC, Board of Review, college non-degree related courses, in-service training, distance education or self-study course relating to your position as Municipal Clerk. Webinars also belong in this category - use the webinar form included on page 16 of this packet.

NOTE: Proof of completion is needed for all Continuing Education Courses. If unsure if course will count, submit agenda to the Certification Committee Chair prior to registration. Please attach additional sheets if necessary.

Date	Title	Sponsored by	Location	Hours
	WEBINARS – put total on this line from webinar form on pg. 16			

[¹IMPORTANT: If you are submitting PEC Certificates, you may not list any other training here for those years. See page 9.]

PART B-#2 D - Total Estimated Continuing Education Points: _____ **hrs./6=** _____

<p>For Committee Use Only</p> <p>PART B-#2 D-Total Continuing Education Points: _____ hrs/6= _____</p>

PART B-#2 – (continued) CAREER & LIFELONG LEARNING EXPERIENCE

E. COLLEGE AND/OR UNIVERSITY COURSES – 2 POINTS PER (CEU) CREDIT HOUR (MAX 20)

Relevant college or university course credits not used for EDUCATION points. To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must relate to the Municipal Clerk’s position. Related fields included, but are not limited to: public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology or related social sciences. A transcript of the courses used here MUST accompany this application. Please attach additional sheets if necessary.

Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours
Date	Course Title	College or University	Credit Hours

PART B-#2 E - Total Estimated College and/or University Points: _____ *** 2=** _____
CEU’s-Credit Hrs. Maximum 20

For Committee Use Only
PART B-#2 E - Total College and/or University Sessions Points: _____ *** 2=** _____

WCMC CERTIFICATION POINTS SUMMARY

	<u>Applicant Estimate</u>	<u>WMCA USE</u>
PART A - TOTAL EDUCATION POINTS - Pg.5 or 6 or 7	<input style="width: 100%; height: 20px;" type="text"/>	
PART B-#1 - TOTAL ESTIMATED CAREER EXPERIENCE – Pg. 8	_____	
PART B-#2-A -TOTAL PEC CERTIFICATES-Lifelong Learning Points- Pg. 9	_____	
PART B-#2-B -WMCA/IIMC CONFERENCES Points Awarded – Pg. 10	_____	
PART B-#2-C - WMCA / UWGB / IIMC SPONSORED SESSIONS – Pg. 11	_____	
PART B-#2-D - CONTINUING EDUCATION Points – Pg. 12	_____	
PART B-#2-E - COLLEGE AND/OR UNIVERSITY COURSES Points – Pg. 13	_____	
TOTAL PART B – CAREER & LIFELONG LEARNING– Pg. 8-13	<input style="width: 100%; height: 20px;" type="text"/>	
GRAND TOTAL ESTIMATED APPLICATION POINTS	_____	
	(Needs to be at least 100 pts.)	

For Committee Use Only	GRAND TOTAL WMCA AWARDED POINTS: _____
------------------------	--

WMCA CODE OF ETHICS

The Wisconsin Municipal Clerks Association (WMCA) is a professional organization of municipal clerks who have united to:

- Impart standards of quality and integrity so that the conduct of the members shall be above reproach and merit public confidence
- Promote the professional development of its members
- Enhance and promote the professional management of governmental records

To further these objectives, certain principles shall govern the conduct of every member of the WMCA.

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 Wisconsin, my county and 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 its changing needs;
6. To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and will 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 a 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 do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Wisconsin Municipal Clerk.

I hereby apply for Wisconsin Certified Municipal Clerk status with the Wisconsin Municipal Clerks Association, and attest that the following statements and presentations are accurate and true to the best of my knowledge. I further acknowledge that continuous membership in WMCA is required to retain and use the WCMC Designation.

STATE OF WISCONSIN

Signature of Applicant

COUNTY

The above applicant _____ having been duly sworn and known by me
(Applicant's Name)

to be the person signing this document has affixed her/his signature this _____ day _____,
(Month)

(Year)

Signature of Notary

Date Commission Expires

Printed Name of Notary

(SEAL)

WCMC Certification Application-Webinar Affidavit Form

Points go into Continuing Education Section

I, _____, Clerk from _____ hereby attest that I attended the following webinars:

Date	Webinar Title	Length in hours	Live (Y)	Email confirmation from WEC attached (checkmark)	OR	Recorded (Y)	Front page of handout attached (checkmark)
Total Hours:							
Divide total hours by 6 for Continuing Education Points:					Maximum of 20 points can be used		

Signed: _____ Date _____



Your professional link to excellence

Payment Page for WMCA Certification Application

Name _____

Street Address _____ P.O. Box or Apt. # _____

City _____ State _____ Zip Code _____

Certification Fee: \$100 for WCMC or WCPC OR \$75 for grandfathering application

Check should be made out to: WMCA

Send check and application to: WMCA Certification
262 W. Main Street
Wales, WI 53183

If you have any questions: Phone (920) 568-9278
E-mail-info@wisclerks.org

If paying by credit card, fill out the following and send this page with your application:

- Visa Card Number _____
- Mastercard Security Code _____ Expires (MM/YYYY) _____
- Discover Print Cardholder's Name _____
- American Express

Signature Date