



# **Professional Education Annual Points Application**

For classes taken from  
June 1, 2016 through May 31, 2017

Application Deadline:  
Postmarked by June 1<sup>st</sup>

This application is designed for annual recognition of your extraordinary efforts for completing additional education to gain knowledge of the current laws and processes to assist you and your municipality towards a productive and efficient office. If you qualify, you will be recognized and receive a Diamond, Gold or Silver Certificate at the annual WMCA Conference.

**The Certificates are based on the following hours per year:**

- Silver Certificate for 25-50 hours
- Gold Certificate for 51-74 hours
- Diamond Certificate for 75+ hours

In addition, all points in this application count toward state certification and will be tracked and documented for you by the WMCA. You do not have to be working toward certification to qualify for the annual certificate.

**BASIC INFORMATION**

Name – Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name or Different Family Name in the last three years: \_\_\_\_\_

City  Village  Town  County  Name of Municipality: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Current Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ Elected  or Appointed

**Classes must have been completed between June 1 of last year and May 31 of the current year.**

Name	Location	Date(s)	Hours	Committee Use Only
<b>UW-Green Bay:</b>				
Clerks Institute	Green Bay			
Clerks Completion	Green Bay			
Treasurers Completion	Green Bay			
Master Academy	Green Bay			
Academy for Civic and Public Affairs	Green Bay			
<b>UW-GB 1-day Classes:</b>				
Day before WMCA Conference				
Day Before MTAW Conference				

Name	Location	Date(s)	Hours	Committee Use Only
------	----------	---------	-------	--------------------

**WMCA:**

Annual Conference				
-------------------	--	--	--	--

**PEC Classes:**

Athenian Dialogs:

Board of Review				
Other:				

**District Meetings:**

District # \_\_\_\_\_  
 District # \_\_\_\_\_  
 District # \_\_\_\_\_


**IIMC**

Annual Conference				
Region VI Education Session				

**Other Association Conferences:**

MTAW - Spring Conference				
MTAW - Fall Conference				
WTA Conference				
LWM Clerks/Treasurers Inst.				
GFOA				
Other:				

**GAB (Election) Classes:**

SVRS				
MCT-Municipal Clerk Training				
Other:				

**Other Continuing Education:**

Educational courses pertinent to your job as Clerk, such as FEMA; WI Emergency Mgmt; vendor software classes-i.e. accounting software; Ehlers Seminar; County Clerk trainings; etc. Proof of completion is needed, such as agendas or cert. of attendance. Certification Committee will make the determination of eligibility.


**Wis-Line Classes:**


Name	Location	Date(s)	Hours	Committee Use Only
------	----------	---------	-------	--------------------

College or Tech School Classes:			Credit Hours	

**Total Hours for the Year:**

[This section will be certified by the Certification Committee]

**Estimated Certification Points:**

Education:

Lifelong Learning:

**Please read and acknowledge this code on the next page:**

**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.

**Due Dates:** The Certification Committee will review applications once a year. Applications and all supporting documentation must be submitted to the Wisconsin Certification Committee **postmarked on or before June 1<sup>st</sup>** for review at a later date.

**PLEASE CHECK EACH APPLICABLE BOX AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED:**

- I am currently an active member of WMCA.
- I have included supporting documentation for the education hours I have listed.
- I have reaffirmed my belief in and practice of the WMCA Code of Ethics and signed the certification below.
- I have enclosed the **\$20** application fee.

I hereby submit my annual professional education points to the Wisconsin Municipal Clerks Association, and attest that I have attended and received full credit for the educational sessions that I have marked and have attached proof of each. Presentations are accurate and true to the best of my knowledge. I further acknowledge that I am a current member in good standing with the WMCA.

\_\_\_\_\_  
Signature of Applicant

STATE OF WISCONSIN

\_\_\_\_\_ COUNTY

The above applicant \_\_\_\_\_ having been duly sworn and known by me to be the person signing this document has

affixed her/his signature this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date Commission Expires

(SEAL)

\_\_\_\_\_  
Printed Name of Notary

---

**Please mail this form with all supporting documentation and \$20 fee to:**

Wisconsin Municipal Clerks Association  
c/o WMCA Certification Committee  
1414 Montclair Place  
Fort Atkinson, WI 53538

**Envelope with all materials must be postmarked on or before June 1st**

If you have any questions you can contact the Certification Committee Chair(s) or contact the WMCA Office at: 920-568-9278 or email: [coordinator@wisclerks.org](mailto:coordinator@wisclerks.org)

You can find a fillable copy of this application on the WMCA website at:  
<http://wisclerks.org/education-training/certifications/>