



**WISCONSIN CERTIFIED
MUNICIPAL CLERK
(WCMC)**



CERTIFICATION APPLICATION

Complete and submit this application to apply for your first Wisconsin certification - the WCMC - Wisconsin Certified Municipal Clerk. 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 1 - EDUCATION – 50 POINTS – pgs 4 & 5

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

Part 2 - CAREER & LIFELONG LEARNING EXPERIENCE–50 POINTS-pgs 6-8

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 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.***

Send in all pages of this application - You need to complete and submit all pages of this application, including pages 3 and 9. Please fill out completely including all required signatures. ***Your application cannot be accepted without the required documentation and signatures.***

DUE DATE: Postmarked by MARCH 1 or OCTOBER 1
The WMCA Certification Committee reviews applications twice a year.
Applications must be submitted on or before March 1 or October 1

SEND COMPLETED & SIGNED APPLICATION AND DOCUMENTATION TO:

**WMCA Certification Committee
1414 Montclair Place
Fort Atkinson, WI 53538**

WCMC APPLICATION

BASIC INFORMATION

Last Name: _____ First Name: _____

Maiden Name or Different Family Name in the last three years: _____

CURRENT EMPLOYMENT

Municipality or Government Unit: _____

Current Position Title: _____ Elected _____ Appointed _____
(Check One)

From _____ to Present.
(Month & Year)

Mailing Address: _____ WI _____
(Street Address) (City) (Zip Code)

Work Phone: _____ Home or Cell Phone: _____

Fax Number: _____ Email Address: _____

USE THIS CHECKLIST AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED:

- I am currently a Municipal Clerk or Deputy Clerk or perform duties thereof (see the list of duties below for clarification).
- 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
 - 50 Experience points
 - Proof of employment
 - Certification 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 which includes a WCMC pin and Certificate plaque.

The following statements are for a person WITHOUT 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.

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 the following management responsibilities and duties which include four of the following:

- General Management
- Elections
- Human Resources Management
- Custody of the official seal and execution of official documents.
- Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
- Records Management
- Meeting Administration
- Financial Management

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. Send a complete set of transcripts with the application. WMCA's Municipal Clerks Certification Committee will make the final decision.

NOTE: If you have completed a 100-hour Municipal Clerks Institute program (previous page) AND hold a degree, you may use the Institute for the full 50 points for EDUCATION here, and itemize relevant college courses under EXPERIENCE on Page 8.

MASTERS DEGREE

M.A. _____ M.S. _____ Other _____
(Specify Type of Degree)

Major: _____ College / University: _____

Location: _____ Month/Year Degree Awarded: _____

YES NO **I have enclosed a copy of my complete transcript** or
(Check One)

YES NO **I have enclosed a copy of my diploma showing major field of study**
(Check One)

BACHELORS DEGREE

B.A. _____ B.S. _____ Other _____
(Specify Type of Degree)

Major: _____ College / University: _____

Location: _____ Month/Year Degree Awarded: _____

YES NO **I have enclosed a copy of my complete transcript**
(Check One)

YES NO **I have enclosed a copy of my diploma showing major field of study**
(Check One)

ASSOCIATES DEGREE

A.A. _____ A.S. _____ Other _____
(Specify Type of Degree)

Major: _____ College / University: _____

Location: _____ Month/Year Degree Awarded: _____

YES NO **I have enclosed a copy of my complete transcript**
(Check One)

YES NO **I have enclosed a copy of my diploma showing major field of study**
(Check One)

#1- Applicant's Total Education Estimated Points: _____
50 Required

For Committee Use Only

#1 - TOTAL Education Points Awarded: _____

Part 2 - CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

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 years.]

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	Maximum
Municipal or Deputy Clerk (1664 work hours or more per year)	4 per year	Maximum Total Points for Career Experience is 32.
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 position in business	1 per year	

CURRENT POSITION

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.**

PREVIOUS POSITION #3

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.**

#2 – Total Estimated Career Points: _____

For Committee Use Only

#2 - Total Career Points: _____

CAREER & LIFELONG LEARNING EXPERIENCE (cont'd...)

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

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

#3A- TOTAL WCMC LIFELONG LEARNING POINTS FROM PEC CERTIFICATES: _____

[Attach copies of your PEC Annual Certificates]

MUNICIPAL CLERKS CONFERENCES – 1 point for every 3 hours (MAX 20 pts)

Attendance at WMCA Annual Conferences and/or IIMC Annual Conferences. *Please attach additional sheets if necessary.*

Date Location Hours

Date Location Hours

Date Location Hours

#3B-Total Estimated Conference Points: _____ hrs/ 3= _____ pts
Total Hours / 3 = Maximum 20 pts.

For Committee Use Only #3B- WMCA/IIMC Conference Points Awarded: _____ hrs/3= _____

WMCA /UWGB /IIMC SPONSORED SESSIONS – 1 point per every 4 hours (MAX 20 pts)

Examples: Professional Education Committee (PEC) classes, District Meetings, Master Academy, Municipal Administrators Institute, Clerks or Treasurers Completion, and IIMC Region VI Education Sessions. *Please attach additional sheets if necessary.*

Date Location Class Name Hours

Date Location Class Name Hours

Date Location Class Name Hours

#3C - Total Estimated WMCA / UWGB / IIMC Sessions Points: _____ hrs./ 4= _____ pts
Total Hours / 4 = Maximum 20 pts.

For Committee Use Only #3C - Total WMCA / UWGB / IIMC Sessions Points Awarded: _____ hrs/4= _____

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 basic application training, MCT-Municipal Clerk Training through the GAB, college non-degree related courses, in-service training, distance education or self-study course relating to your position as Municipal Clerk. **NOTE: Proof of completion is needed for all Continuing Education Courses If unsure if course will count, submit agenda to review committee prior to registration. Please attach additional sheets if necessary.**

Date	Title	Sponsored by	Location	Hours
Date	Title	Sponsored by	Location	Hours
Date	Title	Sponsored by	Location	Hours
Date	Title	Sponsored by	Location	Hours

#3D- Total Estimated Continuing Education Points: _____ hrs./6= _____
Maximum 20

For Committee Use Only #3D-Total Continuing Education Points: _____ hrs./6= _____

COLLEGE AND/OR UNIVERSITY COURSES – 2 POINTS PER 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 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. 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

#3E - Total Estimated College and/or University Points: _____ * 2= _____
Credit Hrs. Maximum 20

For Committee Use Only #3E - Total College and/or University Sessions Points: _____ * 2= _____

APPLICATION SUMMARY

	Applicant	WMCA
#1 - TOTAL ESTIMATED EDUCATION POINTS - Pg. 5	_____	_____
#2 - TOTAL ESTIMATED CAREER EXPERIENCE – Pg. 6	_____	_____
#3 –A-TOTAL PEC Certificates-Lifelong Learning Points- Pg. 7	_____	_____
B-WMCA/IIMC Conference Points Awarded – Pg. 7	_____	_____
C- WMCA / UWGB / IIMC Sessions Points – Pg. 7	_____	_____
D-Total Continuing Education Points – Pg. 8	_____	_____
E-Total College and/or University Sessions Points – Pg. 8	_____	_____
TOTAL LIFELONG LEARNING– Pg. 7 & 8	_____	_____
GRAND TOTAL ESTIMATED APPLICATION POINTS	_____	_____

MUST 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
_____ COUNTY

Signature of Applicant

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 of _____,
(Year) (Month)

Signature of Notary

Date Commission Expires

(SEAL)

Printed Name of Notary