WMCA
Wisconsin Municipal Clerks Association

# WISCONSIN CERTIFIED MUNICIPAL CLERK (WCMC)

# CERTIFICATION APPLICATION

**(Version April 2026)**

Your application with application fee and required documentation must be postmarked
**February 15 or October 1**
The WMCA Certification Committee reviews applications twice a year.

**Email or Mail all documents.**
info@wisclerks.org
WMCA Certification Committee
UW Green Bay – Business and Government Outreach Rm SS1600
2420 Nicolet Drive | Green Bay, WI 54311
**Check payable to WMCA or pay online**

## Introduction

On behalf of the Wisconsin Municipal Clerks Association, we would like to extend our heartfelt congratulations on reaching the point of applying for the Wisconsin Certified Municipal Clerk certification. This is a significant achievement that speaks to your hard work, dedication, and commitment to excellence in public service.

The process of earning this certification is not an easy one, and your decision to apply reflects the professionalism and drive that are so important to the integrity of municipal government. Your passion for continuing to grow in your role as a municipal clerk sets you apart as a leader in your field, and we commend you for all the effort that has brought you to this stage.

We wish you the best as you move forward with this application, and we look forward to celebrating your success in achieving this esteemed certification!

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 the instructions. It is recommended to review all sections before you begin to ensure you are recording education and learning in the most advantageous sections for maximum points.

A total of 100 points are required, 50 earned in Education and 50 earned in Career & Lifelong Learning. Please take your time and read all of the information provided as it will address questions along the way.

**Part 1: Education** – There are two methods that can combine UW-GB Clerks Treasurer Institute and/or University/College Degrees. A total of 50 points is required. Be sure to enclose documentation confirming all education claimed in this section. Copies of degree or transcripts are acceptable.

**Part 2: Career & Lifelong Learning Experience** - A total of 50 points is required. Be sure to enclose documentation showcasing all career and lifelong learning experiences claimed in this section.

*Career: when calculating points for years of experience, it must be a full year (365) days to count as 1 year. All career proof must include dates of employment.

*Lifelong Learning: any and all documentation for this section cannot be more than 7 years old from the date of application, this includes college courses.

**Important Notes:**

*Be sure to fill in all applicable sections.

*Print application one sided.

*Add attachments that pertain to each section after the applicable application page.

*Submit all pages of this application.

*Your application cannot be accepted without the required documentation and signatures.

*Proof of registration does not count as proof of attendance.

If you have questions, please reach out to the Committee prior to submission. Our goal is to approve all applications on their first submission. The Committee shares your excitement when we can check the box 'Approved'!

# WCMC APPLICATION

**PLEASE PRINT CLEARLY OR TYPE**

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)

_____, Wisconsin _____
(City) (Zip Code)

Mailing Address (if different): _____

_____, Wisconsin _____
(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. 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
    - Documentation must be submitted.
  - 50 Career & Lifelong Learning Points
    - Documentation must be submitted.
- ☐ I have reaffirmed my belief in and practice of the WMCA Code of Ethics and signed the certification.
- ☐ I have enclosed the **$100.00** application fee.

**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.

- ☐ Special circumstances apply, please submit a letter of explanation with your application.

## PART 1 - EDUCATION – 50 POINTS

There are several methods to obtain your 50 education points as noted in sections A, B and C. Several scenarios may allow the UW-GB Institute and Education to meet the point requirement, include all applicable information for final determination by the Committee.

Complete applicable sections and attach documentation confirming the information provided. Be sure the attachments clearly state hours attended, credits earned or hours completed.

If you've completed a 100-hour Municipal Clerks Institute program (UW-GB) and hold a degree, you can use the Institute for the full 50 points in Education and list relevant college courses under Career & Lifelong Learning Experience. You can also combine single years of UW-GB and Degrees.

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**A. PROFESSIONAL EDUCATION CERTIFICATE PROGRAM - EDUCATION POINTS**

A PEC is designed for annual recognition of your extraordinary efforts for completing education and lifelong learning to gain knowledge of the current laws and processes to assist you and your municipality towards a productive and efficient office. Those awarded with a PEC will note the total education points earned.

*Note: Be sure to review the *Certificate Points Earned* in the lower left-hand corner of your certificate. Only *PEC Education Points* can be used in this section.

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Education points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Education points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Education points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Education points** _____

**If your PEC points are less than 50, use the following Institute and Degree sections to provide additional education points.**
**Attach a copy of your PEC certificate(s).**
☐ **Label attachment(s) as "A"**

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**B. UNIVERSITY WISCONSIN GREEN BAY – Clerks or Treasurer Institute**
**In the space provided, list the years attended. Points in this section can be applied to a Degree in Section "C" to equal 50 Education points.**

1st Year _____ 2nd Year_____ 3rd Year _____Completion Year _____

**Attach signed graduation certificate that documents the 3 year and/or 4 year Institute & Completion.**
☐ **Label attachment(s) as "B"**

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**C. 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 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. The Certification Committee will make the final decision.

There is a method where years of UW-GB Clerk Treasurer Institute and a Degree could equal the required 50 Education points. Should your UW-GB attendance equal 50 points, consider listing courses of your Degree in section "L".

**ASSOCIATES DEGREE Max 20 points + 2 years UW-GB Institute**

Type of Degree: _____

Major: _____ College/University:_____

Location: _____ Month/Year Degree Awarded:_____

**BACHELORS DEGREE - Max 40 points + 1 year UW-GB Institute**

Type of Degree: _____

Major: _____ College/University:_____

Location: _____ Month/Year Degree Awarded:_____

**MASTERS DEGREE – Max 40 points + 1 year UW-GB Institute**

Type of Degree: _____

Major: _____ College/University:_____

Location: _____ Month/Year Degree Awarded:_____

**Attach a copy of your complete transcription or diploma displaying major field of study.**

☐ **Label attachment(s) as "C"**

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*End of Part A – Education*

Following this page, include all attachments with appropriate label of A, B or C as required. Points in this section cannot be applied if appropriate documentation is not submitted.

## PART 1 - EDUCATION – 50 POINTS Total Points _____

# PART 2 - CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

Part 2 is separated by career and lifelong learning. You need a minimum of 50 points between these combined sections with a maximum of 32 career points.

Career and years of experience are calculated by full years (365 days) of employment only. No half points will be given. List all related employment to allow for a maximum of 32 career points. Documentation is required and can be fulfilled in the following ways:

*Signed letter on letterhead from Mayor, Administrator, Manager or Supervisor noting hire date and confirming current and/or prior employment.
*Signed official minutes confirming appointment.
*Signed oath of office including date of appointment or election.
*Certification of Election.

| | |
|---|---|
| Municipal or Deputy Clerk (1664 work hours or more per year) Full Time | 4 points per year |
| Municipal or Deputy Clerk (1040 to 1663 work hours or more per year) ¾ Time | 2 points per year |
| Municipal or Deputy Clerk (less than 1040 work hours per year) Part Time | 1 points per year |
| Other position in federal, state or local government | 1 points per year |
| Administrative/Supervisory position in business | 1 points per year |

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**D. CURRENT EMPLOYMENT**

Municipality or Government Unit: _____

Title: _____ From _____ to Present.
(Month/ Year)

(Check One) Full Time ☐ Part Time ☐ (Check One) Administrative ☐ Supervisory ☐

Include job description or list administrative responsibilities: *(Please attach a separate sheet if necessary).*

_____

**Attach proof of employment and job description (if applicable).**

☐ **Label attachment as "D".** **Applicants Estimated Points _____**

**E. PREVIOUS EMPLOYMENT**

Municipality or Government Unit: _____

Title: _____ From _____ to _____.
Month/Year Month/Year

(Check One) Full Time ☐ Part Time ☐ (Check One) Administrative ☐ Supervisory ☐

Include job description or list administrative responsibilities: *(Please attach a separate sheet if necessary).*

_____

**Attach proof of employment and job description (if applicable).**

☐ **Label attachment as "E".** **Applicants Estimated Points _____**

**F. PREVIOUS EMPLOYMENT**

Municipality or Government Unit: _____

Title: _____ From _____ to _____.
Month/Year Month/Year

(Check One) Full Time ☐ Part Time ☐ (Check One) Administrative ☐ Supervisory ☐

Include job description or list administrative responsibilities: *(Please attach a separate sheet if necessary).*

_____

**Attach proof of employment and job description (if applicable).**

☐ **Label attachment as "F".** **Applicants Estimated Points _____**

**G. PREVIOUS EMPLOYMENT**

Municipality or Government Unit: _____

Title: _____ From _____ to _____.
Month/Year Month/Year

(Check One) Full Time ☐ Part Time ☐ (Check One) Administrative ☐ Supervisory ☐

Include job description or list administrative responsibilities: *(Please attach a separate sheet if necessary).*

_____

_____

**Attach proof of employment and job description (if applicable).**

☐ **Label attachment as "G".** **Applicants Estimated Points _____**

| | |
|---|---|
| Municipal or Deputy Clerk (1664 work hours or more per year) Full Time | 4 points per year |
| Municipal or Deputy Clerk (1040 to 1663 work hours or more per year) ¾ Time | 2 points per year |
| Municipal or Deputy Clerk (less than 1040 work hours per year) Part Time | 1 points per year |
| Other position in federal, state or local government | 1 points per year |
| Administrative/Supervisory position in business | 1 points per year |

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*End of Part 2 Career*

Following this page, include attachments with appropriate label of D, E, F or G as required.

**PART 2 - CAREER – Max 32 Pts** **Total Points _____**

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

This is the second section of part 2, lifelong learning experience. **Documentation for this section cannot be more than 7 years old from the due date of this application**.

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**H. PROFESSIONAL EDUCATION CERTIFICATE – LIFELONG LEARNING POINTS**

A PEC (Professional Education Certificate) recognizes your lifelong learning and allows you to earn 50 points toward career & lifelong learning. It holds value in meeting point requirements for certifications, and additional education, such as degrees or courses.

*Note: Be sure to review the *Certificate Points Earned* in the lower left-hand corner of your certificate. Only PEC *Lifelong Learning Points* can be used in this section.

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Lifelong Learning points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Lifelong Learning points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Lifelong Learning points** _____

PEC Certificate Year – June 1 _____ thru May 31 _____ **Total Lifelong Learning points** _____

**Attach a copy of your PEC certificate(s).**

☐ **Label attachment(s) as "H"**

## H. PROFESSIONAL EDUCATION CERT – Max 50 pts Total Points _____

IMPORTANT: If you are submitting PEC Certificates, the training dates in the following sections must be outside of your certificate year(s). Any training submitted for a PEC cannot be used in the following sections.

If you have 50 PEC points for Lifelong Learning Experience – You may end your application here as you have met your career and lifelong learning points.

*End of Part 2 Professional Education Certificate*

Following this page, include attachments with appropriate label of H as required.

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

**I. CONFERENCES**

Print your Credits from the WMCA website. Log into Member Information, select My Membership, Select My Events, Print Credits. List dates, location and total hours from certificates of attendance for WMCA and/or IIMC conferences. Documentation must be included to confirm total hours attended. Be sure to watch 'Conference Hours' and 'Sponsored Session Hours'. **Do not include Athenian Dialogues or UW-GB sponsored sessions in this section. **Confirmation of registration is NOT proof of completion.**

| 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 |

**Attach a copy of your conference hours, certificate of attendance or printed confirmation.**
**Attach an additional sheet if necessary.**

☐ **Label attachment(s) as "I"**

**Total Hours _____ / 3 = _____**

*End of Part 2 Conferences*

Following this page, include attachments with appropriate label of I as required.

**I. CONFERENCES – 1 pt per 3 hours – Max 20 pts Total Points _____**

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

**J. SPONSORED SESSIONS**

Qualifying classes: New Clerks Class, WMCA District Meetings, UWGB Master Academy, IIMC Education Sessions, Athenian Dialogues. Print your Credits from the WMCA website. Log into Member Information, select My Membership, Select My Events, Print Credits. Be sure to watch 'Conference Hours' and 'Sponsored Session Hours'. **You may use UW-GB Clerks or Treasurers Completion if you did not include in Part B. **Confirmation of registration is NOT proof of completion**

| 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 |

**Attach a copy of your session(s), hours, certificate of attendance or printed confirmation.**
**Attach an additional sheet if necessary.**

☐ **Label attachment(s) as "J"**

**Total Hours _____ / 4 = _____**

*End of Part 2 Sponsored Sessions*

Following this page, include attachments with appropriate label of J as required.

**J. SPONSORED SESSIONS - 1 pt per 4 hours - Max 20 Total Points _____**

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

**K. CONTINUING EDUCATION**

Examples: Municipal and State Associations, Municipal Treasurer's Association of Wisconsin (MTAW), Wisconsin Towns Association (WTA), Wisconsin Governmental Finance Officers Assoc. (WGFOA) and League of WI Muni Conferences, Wisconsin Elections Committee (WEC), WisVote, MCT-Municipal Clerk Core Training, 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. If unsure if course will qualify, submit agenda to the Certification Committee Chair prior to registration**. NOTE: Proof of completion is needed for all Continuing Education Courses. Confirmation of registration is NOT proof of completion.**

| | | | | |
|---|---|---|---|---|
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |
| Date | Title | Sponsored by | Location | Hours |

**Attach a copy of your continued education hours, certificate of attendance.**
**Attach an additional sheet if necessary.**

☐ **Label attachment(s) as "K".**

**Total Hours _____ / 6 = _____**

*End of Part 2 Continuing Education*

Following this page, include attachments with appropriate label of K as required.

## K. CONTINUING EDUCATON - 1 pt per 6 hours – Max 20 Total Points _____

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

**L. COLLEGE AND/OR UNIVERSITY COURSES**

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.
***Courses cannot be more than 7 years old from date of application submission.**

| 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 |

**Attach a copy of your confirmation, certificate of attendance or certified transcripts.**
**Attach an additional sheet if necessary.**

☐ **Label attachment(s) as "L"**

**Total Hours _____ x 2 hours = _____**

*End of Part 2 College and/or University Courses*

Following this page, include attachments with appropriate label of L as required.

**L. COLLEGE-UNIVERSITY – 2 pts per Credit Hour – Max 20 Total Points _____**

## PART 2 – CAREER & LIFELONG LEARNING EXPERIENCE – 50 POINTS

**M. WEBINARS**

See the next page to summarize webinars . Add up your total hours for webinars and divide by 6 for your total of career & lifelong learning experience. Be sure to insert your name, municipality, signature and date. **NOTE: Proof of completion is needed for all Webinars, or a screenshot of the first page and last page of the webinar. Confirmation of registration is NOT proof of completion.**

**Attach attendance confirmation, screenshots of training materials.**
**Attach an additional sheet if necessary.**

☐ **Label attachment(s) as "M"**

**Total Hours_____ / 6 = _____**

*End of Part 2 Webinars*

Following this page, include attachments with appropriate label of M as required.

**M. WEBINARS - 1 pt per 6 hours – Max 20 Total 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 _____, _____.

Notary Signature _____ Printed Name_____

My commission expires: _____ (SEAL)

# WCMC CERTIFICATION POINTS SUMMARY

| | *Applicant Use* | *Committee Use:* |
|---|---|---|
| ☐ Completed page 3 | | |
| ☐ Check appropriate boxes on page 4 | | |
| ☐ Submit $100 application fee | | |
| ☐ Letter of Support if title does not include 'Clerk' | | |
| ☐ Part 1 - Completed education - Max 50 | | |
| ☐ Part 2 - Employment history - Max 32 | _____ | |
| ☐ Part 2 - PEC - Max 50 | _____ | |
| ☐ Part 2 - Conferences - Max 20 | _____ | |
| ☐ Part 2- Sponsored Sessions - Max 20 | _____ | |
| ☐ Part 2 - Continuing Education - Max 20 | _____ | |
| ☐ Part 2 - College/Univ Courses - Max 20 | _____ | |
| ☐ Part 2 - Webinars - Max 20 | _____ | |
| ☐ Part 2 – Total Career & Lifelong Learning - Max 50 | | |
| ☐ Completed Code of Ethics, signed and notarized | | |

**GRAND TOTAL APPLICATION POINTS** _____

(Needs to be at least 100 pts.)

Committee Reviewer Initials: _____ _____

Approved: ☐ Denied: ☐

Reasons for denial: _____

_____

Resolutions/Comments:_____

_____

_____

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