WMCA
Wisconsin Municipal Clerks Association

WISCONSIN CERTIFIED PROFESSIONAL CLERK (WCPC)

CERTIFICATION APPLICATION

(Version September 2025)

DUE DATE: MARCH 1 or OCTOBER 1

THE CERTIFICATION COMMITTEE WILL REVIEW ALL NEW APPLICATIONS TWICE A YEAR. APPLICATIONS MUST BE SUBMITTED TO THE WISCONSIN CERTIFICATION COMMITTEE AND POSTMARKED ON OR BEFORE MARCH 1 OR OCTOBER 1 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 been a member of WMCA for three (3) consecutive full years.
- ☐ I have served as a Clerk or Deputy Clerk in Wisconsin for eight (8) years.
- ☐ I included my certification as a Wisconsin Certified Municipal Clerk (WCMC) or IIMC CMC and said certificate is included in my submittal packet.
- ☐ I reaffirmed my belief in and practice of the WMCA Code of Ethics and signed the certification on page 9.
- ☐ I enclosed the **$100** application fee which includes a WCPC pin and plaque.

Email or Mail Completed Application and Documentation to:

info@wisclerks.org
WMCA Certification Committee
C/O UW-GB CL 109 | 2420 Nicolet Drive | Green Bay, WI 54311
Check payable to WMCA or pay online

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

NOTES

- ☐ Program points not used for your WCMC application can be used for this application so long as they meet any other requirements.
- ☐ Those currently enrolled in the IIMC Master Municipal Clerk Academy (MMCA) can use points earned during the MMCA process.
- ☐ You must submit proof of acceptance into the MMCA.
- ☐ Documentation submitted under these circumstances cannot be more than 7 years prior to date of application.
- ☐ You will be able to use the WCPC designation only after your application is approved by the WMCA.

WCPC 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. ***Points will only be given for full calendar years of employment***
(Month & Year)

Mailing Address: _____
(City) (State) (Zip Code)

Work Phone: ( ) _____ Home Phone ( ) _____

Mobile Phone: ( ) _____ Fax ( ) _____

Email: _____

ADVANCED EDUCATION – 120 POINTS - MINIMUM

Applicants must document all education experience claimed and requested in this section including any certifications. We highly recommend that you attend the University of Wisconsin Green Bay's Master Academies to obtain the required points.

POINTS MAY BE OBTAINED IN THE FOLLOWING WAYS:	***POINTS***
1. Completion of a WMCA approved UWGB Master Academy program, Municipal Administrator Institute or IIMC Region VI Education Session	1 point per hour
2. Academic credits in a related field earned at an accredited college or university*	2 per credit unit to Max. 30 points
3. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of training)	7 points
4. Completion of a professional-related seminar or course at a local resource not approved as a UWGB Master Academy program (e.g. WMCA Conference, district meeting training, WMTA training, SVRS basic application training & MCT thru GAB, etc.)	½ point per hour
5. Completion of a self-study program in a related field	Vary with program

**Credits from fields of public administration, urban affairs, municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others applicable to your municipality. There is no time limitation on college & university classes and degrees. Education units or hours may not be credited to both WCMC and WCPC programs.*

- The categories above correspond to the five boxes listed on the following pages.
- Please submit complete and accurate documentation of educational efforts claimed in Advanced Education section. Hours spent in distance education study must be documented and submitted with your WCPC Application. No documentation, other than college or university degrees, may exceed 7 years prior to the date of your application. You cannot use the same training in both the Advanced Education and Professional/Social Contribution categories.

PEC ANNUAL POINTS PROGRAM – ADVANCED EDUCATION POINTS

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

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

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

TOTAL WCPC ADVANCED EDUCATION POINTS FROM PEC CERTIFICATES: _____

[Attach copies of your PEC Annual Certificates]

****If the PEC Certificate Points total less than 120, use the following 5 sections to list additional items from other years to reach the 120 points needed.**

1. COMPLETION OF A WMCA APPROVED UWGB MASTER ACADEMY PROGRAMS
List the dates, locations class name, hours and points below

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

2. ACADEMIC CREDITS IN A RELATED FIELD EARNED AT AN ACCREDITED COLLEGE OR UNIVERSITY (MAXIMUM -15 Credits for 30 Points) List the dates, locations class name, hours and points below

Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points

3. CERTIFICATION FROM ANOTHER ORGANIZATION RELEVANT TO YOUR RESPONSIBILITIES AS A MUNICIPAL CLERK *(MINIMUM 50 HOURS OF TRAINING)* List the dates, organizations, and points below

Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points
Date	Certification	Organization	Points

4. COMPLETION OF A PROFESSIONAL-RELATED SEMINAR OR COURSE
List the dates, locations class name, hours and points below

Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points

5. COMPLETION OF A SELF-STUDY PROGRAM IN A RELATED FIELD
List the dates, locations class name, hours and points below

Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points
Date	Location	Class Name	Cr. Hours	Points

PROFESSIONAL & SOCIAL CONTRIBUTIONS – 25 POINTS - MINIMUM

POINTS MAY BE OBTAINED IN THE FOLLOWING WAYS:	***POINTS***
Categories 1 through 6 – 20 Points – Minimum	
1. Member of WMCA Board of Directors	2 per year
2. Chairperson of a WMCA or IIMC Committee	2 per year
3. Member of a WMCA or IIMC Committee	1 per year
4. Registration and attendance at a WMCA Annual Conference	4 per year
5. Registration and attendance at Municipal Treasurers, Wisconsin Towns or League, WGFOA or Wis. City Manager Annual Conferences or similar	2 per event
6. Registration and attendance at an IIMC Annual Conference	2 per event
Categories 7, 8, 9 or 10 – 5 Points - Minimum	
7. Teacher/trainer at a clerk related event	1 per session
8. Unique on-the-job performance or achievements that benefit the profession or community	2 per year
9. Personal accomplishments of educational benefit to the profession (Includes publishing articles, presentation to schools and civic organizations, service on State Advisory Committee, trainer at UWGB and Annual Conference, etc.)	2 per year
10. WMCA Mentor – Approved and assigned by the WMCA Mentoring Committee to a new clerk	3 per year
11. Officer in related professional association	1 per year

The categories listed above correspond to the ten boxes listed on the following pages. DOCUMENTATION MUST BE SUBMITTED to verify your accomplishments in categories 1 through 10. No documentation may exceed 7 years prior to the date of your application.

1. MEMBER OF WMCA BOARD OF DIRECTORS

Dates of Service	Position	Year(s)
Dates of Service	Position	Points
Dates of Service	Position	Points
Dates of Service	Position	Points
Dates of Service	Position	Points
Dates of Service	Position	Points

CHAIRPERSON OF A WMCA OR IIMC COMMITTEE

Dates of Service	Association & Committee Name	Points
Dates of Service	Association & Committee Name	Points
Dates of Service	Association & Committee Name	Points
Dates of Service	Association & Committee Name	Points

MEMBER OF A WMCA OR IIMC COMMITTEE

Dates of Service	Position	Association & Committee Name	Points
Dates of Service	Position	Association & Committee Name	Points
Dates of Service	Position	Association & Committee Name	Points
Dates of Service	Position	Association & Committee Name	Points
Dates of Service	Position	Association & Committee Name	Points

PEC ANNUAL POINTS PROGRAM Section 4, 5, or 6 PROFESSIONAL POINTS

PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCPC Prof & Social Points: _____

PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCPC Prof & Social Points: _____

PEC Certificate Year –June 1, _____ thru May 31, _____ Total WCPC Prof & Social Points: _____

TOTAL WCMC PROF & SOCIAL POINTS FROM PEC CERTIFICATES: _____

[Attach copies of your PEC Annual Certificates]

If the PEC Certificate Points total less than the 20 min points needed from items 1-6, use the following lines to list additional items from other years to reach the 20 min. points needed.

REGISTRATION AND ATTENDANCE AT A WMCA ANNUAL CONFERENCE

Date	Conference Location	Points
Date	Conference Location	Points
Date	Conference Location	Points
Date	Conference Location	Points
Date	Conference Location	Points
Date	Conference Location	Points

REGISTRATION AND ATTENDANCE AT A MUNICIPAL TREASURERS, WISCONSIN TOWNS OR LEAGUE, WIS. GOVERNMENT FINANCIAL OFFICERS OR WIS. CITY MANAGER ANNUAL CONFERENCE

Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points

REGISTRATION AND ATTENDANCE AT AN IIMC ANNUAL CONFERENCE (MAY) OR REGION VI EDUCATIONAL SESSION (JANUARY)

Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points
Date	Conference	Session Title	Points

TEACHER/TRAINER AT A CLERK RELATED EVENT

Date	Event Name	Topic	Points
Date	Event Name	Topic	Points
Date	Event Name	Topic	Points
Date	Event Name	Topic	Points
Date	Event Name	Topic	Points

UNIQUE ON-THE-JOB PERFORMANCE OR ACHIEVEMENTS
THAT BENEFIT THE PROFESSION OR COMMUNITY

Date	Description	Points
Date	Description	Points
Date	Description	Points
Date	Description	Points
Date	Description	Points

PERSONAL ACCOMPLISHMENTS OF EDUCATIONAL BENEFIT TO THE PROFESSION

Date	Association / Event Name	Description	Points
Date	Association / Event Name	Description	Points
Date	Association / Event Name	Description	Points
Date	Association / Event Name	Description	Points
Date	Association / Event Name	Description	Points

PARTICIPATED AS A WMCA MENTOR

Dates	Mentee Name	Municipality	Points
Dates	Mentee Name	Municipality	Points
Dates	Mentee Name	Municipality	Points
Dates	Mentee Name	Municipality	Points
Dates	Mentee Name	Municipality	Points

OFFICER IN RELATED PROFESSIONAL ASSOCIATIONS

Dates of Service	Position	Association	Points
Dates of Service	Position	Association	Points
Dates of Service	Position	Association	Points
Dates of Service	Position	Association	Points
Dates of Service	Position	Association	Points

***** Points will NOT be given if Certificate of Completion is not included with application *****

APPLICATION SUMMARY

		Committee
Total Points: Advanced Education (Minimum 120 points)	_____	_____
Prof & Social Points Categories 1 through 6 (Min. 20)	_____	
Prof & Social Points Categories 7 through 10 (Min. 5)	_____	
Total Points: Professional & Social Contributions (Minimum 25 Points)	_____	_____
GRAND TOTAL ESTIMATED APPLICATION POINTS	_____	

GRAND TOTAL WMCA AWARDED POINTS: _____

145 Points Minimum

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 Professional 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 WCPC Designation.

_____

STATE OF WISCONSIN **Signature of Applicant**

_____ 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

_____

Printed Name of Notary (SEAL)

WMCA
Wisconsin Municipal Clerks Association
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
☐ Mastercard
☐ Discover
☐ American Express

Card Number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Security Code __ __ __ __ Expires (MM/YYYY) __ __ __ __ __ __

Print Cardholder's Name _____

_____
Signature Date