

**CERTIFIED MUNICIPAL CLERK (CMC) DESIGNATION**  
*(Awarded by the International Institute of Municipal Clerks - IIMC)*

**Certification Requirements:**

- Perform municipal clerk duties
- 2 years of IIMC membership
- Code of Ethics
- Requires a combination of:
  - Education
  - Experience

**CMC Education Component (total of 60 points required)**

- Satisfactory completion of 120 hours (60 points) of coursework at an IIMC approved municipal clerks' Institute, OR
- At a minimum, candidates must earn 20 of their education points from an IIMC approved Institute. Other points could be earned by having:
  - A BA or higher in Public Administration or related field (20 points)
  - A BA or higher in an unrelated field (10 points)
  - An Associate of Arts degree in Public Administration or a related field (5 points)

**IIMC Approved Institutes in British Columbia**

	<i>Name of Institute, Program or Course</i>	<i>Offered by</i>	<i>Hours</i>	<i>Points</i>
<b>Municipal Administration Training Institute (MATI)</b>				
A.	<b>MATI 1 – Foundations in Local Government</b>	Local Government Management Association of BC (LGMA)	40 hours	20 points
B.	<b>MATI 2 – Leadership in Local Government Organizations</b>	Capilano University and LGMA	60 hours	30 points
C.	<b>MATI 3 – Advanced Communication Skills for Local Government Professionals</b>	Capilano University and LGMA	60 hours	30 points
D.	<b>MATI 4 – Managing People in Local Government Organizations</b>	Capilano University and LGMA	60 hours	30 points
E.	<b>MATI 5 – Community Planning for Non-Planning</b>	Capilano University and LGMA	60 hours	30 points
<b>Public Administration Programs</b>				
F.	<b>Local Government Administration Certificate Program (4 core PADM courses)</b>	Capilano University	240 hours	120 points
G.	<b>Fundamentals of Local Government Corporate Administration (PADM 209)</b>	Capilano University	60 hours	30 points

Note that all courses are offered at least once annually.