

ARKANSAS CITY CLERKS, RECORDERS, & TREASURERS ASSOCIATION  
(ACCRTA)

CERTIFIED

ARKANSAS

MUNICIPAL

CLERK

## Application for Certification

In association with the University of Arkansas



*Division of*  
CONTINUING  
EDUCATION

# ACCRTA CODE OF ETHICS

*I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk:*

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow citizens;
- 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 merit public confidence in our community;
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.
- These things I, as a City Clerk, Recorder, Treasurer, Clerk/Treasurer or Recorder/Treasurer, do pledge to do in the interest and purposes for which our government has been established.

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Signature

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

- I am currently a Clerk, Recorder, Treasurer, Clerk/Treasurer, or Recorder/Treasurer; or a deputy of any of these positions.
- I am currently an active member of the ACCRTA.
- I have been a member of ACCRTA for two years.
- I have reaffirmed my belief in and practice of the ACCRTA Code of Ethics.
- I have enclosed the \$50 application fee which includes a CAMC pin and certificate. Make checks payable to ACCRTA.
- If I am a deputy I have enclosed a letter from my supervisor that I perform 50% of the core duties required of clerks, recorders, treasurers, clerk/treasurer, or recorder/treasurers.
  
- I am already a CMC or a MMC with IIMC and therefore have satisfied the requirements of the Certified Arkansas Municipal Clerk designation. If you qualify for this exemption, **you do not have to fill out the Education and Experience Sections of this application; you only fill out pages 2 and 3.** You must send in the \$50 application fee payable to ACCRTA.

I hereby apply for Certified Arkansas Municipal Clerk status with the Arkansas City Clerks, Recorders, & Treasurers Association and attest that the following statements and presentations are accurate and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Any person found to have obtained a CAMC designation with the ACCRTA under false pretenses will have their certification rescinded.**

# BASIC INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle

Municipality \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

## Employment Dates and Positions

Current position \_\_\_\_\_ From \_\_\_\_\_ Elected or  
Appointed? \_\_\_\_\_

Other positions with current employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

## HELPFUL HINTS IN FILLING OUT THIS APPLICATION

1. You will need a total of **100 points** for this application. You must have **50 points** from the **Education Section** (pages 4 and 5) and another **50 points** from the **Experience Section** (pages 6, 7 & 8). You must attend an ACCRTA New Clerks Orientation as a requirement for this application.
2. Note that there are several options for obtaining the 50 points in the Education Section. Choose one of the three options.
3. You do **NOT** have to have something in **EVERY** section of the Experience section. For example if you have never attended an IIMC national conference, you can leave that part empty. You just need a total of 50 points from any combination of the sections in the Experience sections. However, you must stay within the limitations of maximum points allowed in each section.
4. Some examples of items that can be included in the In-Service Courses section on page 7 are:
  - a. training a vendor offers you when you purchase a new computer program
  - b. training you receive at an Arkansas Municipal League sponsored event such as a their budget meetings, technology meetings, Excel, Word, and Internet seminars.
  - c. other seminars such as a workshop sponsored by a local community college on using the Internet, e-mail or any other workshops that will help in your position.
5. Make sure you have documentation for everything. Examples are agendas, meeting notices, certificates of completion, letters from the groups who sponsor the meeting or seminar, etc. For the employment documentation you may use a copy of your W-2 for that job.
6. If you are already a CMC or a MMC you can qualify for the CAMC designation but you must fill out pages 2 and 3 of the application and pay the applicable fee.

# EDUCATION (50 points)

Applicants must document all educational experience claimed and requested in this section.

**Attendance at the required number of Institutes must occur within a period of six (6) years.**

| EDUCATION   | POINTS |
|---|--------|
| Satisfactory completion of three (3) years of training at an IIMC-recognized Municipal Clerks Institute     | 50     |
| <b>OR</b>   |        |
| Bachelor degree or higher <b>and</b> two years of training at an IIMC-recognized Municipal Clerks Institute | 50     |
| <b>OR</b>   |        |
| Associate of Arts degree <b>and</b> two years of training at an IIMC-recognized Municipal Clerks Institute  | 50     |

## MUNICIPAL CLERKS INSTITUTE

Estimated  
Points

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**INSTITUTE #1** \_\_\_\_\_  
Institute Name
Location
Year Completed

**INSTITUTE #2** \_\_\_\_\_  
Institute Name
Location
Year Completed

**INSTITUTE #3** \_\_\_\_\_  
Institute Name
Location
Year Completed

I have enclosed a copy of the certificate of completion from each Institute.

# EDUCATION (continued)

To receive credit, a course must be academic, 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. If you are in doubt about your degree being accepted in this category, please send a complete set of transcripts with this application. ACCRTA's Certification Committee will make the final decision.

## BACHELOR DEGREE

Estimated  
Points

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B.A.  B.S.  Other \_\_\_\_\_  
Specify type of degree

Major \_\_\_\_\_

College/University \_\_\_\_\_

Location \_\_\_\_\_

Month/Year degree awarded \_\_\_\_\_

- I have enclosed a copy of my complete transcript.
- I have enclosed a copy of my diploma showing major field of study.

## ASSOCIATE DEGREE

Estimated  
Points

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A.A.  A.S.  Other \_\_\_\_\_  
Specify type of degree

Major \_\_\_\_\_

College/University \_\_\_\_\_

Location \_\_\_\_\_

Month/Year degree awarded \_\_\_\_\_

- I have enclosed a copy of my complete transcript.
- I have enclosed a copy of my diploma showing major field of study.

TOTAL EDUCATION POINTS FROM PAGES 4-5 \_\_\_\_\_  
Must be a minimum of 50 points

**NOTE: If you have completed three years at a Municipal Clerks Institute program (page 4) 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.**

# EXPERIENCE (50 points)

Applicants must document all experience and training claimed in this section.

| ADMINISTRATIVE EXPERIENCE  | POINTS     | MAXIMUM |
|--|------------|---------|
| Full-time Municipal or Deputy Clerk with administrative responsibility                                     | 4 per year | 40      |
| Part-time Municipal or Deputy Clerk with administrative responsibility                                     | 2 per year | 40      |
| Part-time Municipal or Deputy Clerk with no administrative responsibility                                  | 1 per year | 30      |
| Other full-time administrative positions in local government prior to becoming a Municipal or Deputy Clerk | 2 per year | 30      |
| Administrative position in federal, state or provincial government   | 1 per year | 30      |
| Administrative position in business  | 1 per year | 30      |

| CURRENT POSITION:   | DATES                  | POINTS PER YEAR | ESTIMATED POINTS |
|---|------------------------|-----------------|------------------|
| Position _____<br>Employer _____<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory<br>Administrative responsibilities _____<br>_____<br>_____ | from _____<br>to _____ | _____<br>_____  | _____<br>_____   |
| Position _____<br>Employer _____<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory<br>Administrative responsibilities _____<br>_____<br>_____ | from _____<br>to _____ | _____<br>_____  | _____<br>_____   |
| Position _____<br>Employer _____<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory<br>Administrative responsibilities _____<br>_____<br>_____ | from _____<br>to _____ | _____<br>_____  | _____<br>_____   |
| Position _____<br>Employer _____<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisory<br>Administrative responsibilities _____<br>_____<br>_____ | from _____<br>to _____ | _____<br>_____  | _____<br>_____   |

**TOTAL POINTS** \_\_\_\_\_

I have enclosed additional materials documenting these experiences.

# EXPERIENCE (continued)

| MUNICIPAL CLERKS CONFERENCES  |  |  | Points                                | Maximum       |
|---|--|--|---------------------------------------|---------------|
| <b>Attendance at IIMC Annual Conferences</b>  |  |  | 4 each                                | 12            |
| <b>Dates</b>  | <b>Location</b>                          |  | <b>Estimated Points</b>               |               |
| _____   | _____                                    |  | _____                                 |               |
| _____   | _____                                    |  | Maximum 12                            |               |
| _____   | _____                                    |  |                                       |               |
| <b>Attendance at IIMC Regional, Municipal Associations, Municipal League conference or District Meetings.</b> |  |  | Points<br>1 per 6 hours<br>or one day | Maximum<br>20 |
| <b>Dates</b>  | <b>Type of Conference &amp; Location</b> |  | <b>Estimated Points</b>               |               |
| _____   | _____                                    |  | _____                                 |               |
| _____   | _____                                    |  | Maximum 20                            |               |
| _____   | _____                                    |  |                                       |               |
| _____   | _____                                    |  |                                       |               |
| _____   | _____                                    |  |                                       |               |
| _____   | _____                                    |  |                                       |               |
| <b>Attendance at ACCRTA New Clerks Orientation – <u>Required of every applicant</u></b>                       |  |  |                                       |               |
| DATE _____ LOCATION _____   |  |  |                                       |               |

| IN-SERVICE COURSES   |                     |                | Points                      | Maximum                 |
|--|---------------------|----------------|-----------------------------|-------------------------|
| Education courses and in-service training related to your position as Municipal Clerk/Recorder/Treasurer |                     |                | 1 per 6 hours<br>or one day | 15                      |
| <b>DATES</b>   | <b>COURSE TITLE</b> | <b>SPONSOR</b> | <b>ACTUAL HOURS</b>         | <b>ESTIMATED POINTS</b> |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
| _____  | _____               | _____          | _____                       | _____                   |
|  |                     |                | <b>TOTAL</b>                | _____                   |
| <input type="checkbox"/> I have enclosed materials documenting these experiences.                        |                     |                |                             |                         |

# EXPERIENCE (continued)

| BUSINESS OR VOCATIONAL SCHOOL COURSES | Points                     | Maximum |
|---------------------------------------|----------------------------|---------|
| Must include transcript               | 1 per 10 hours of training | 10      |

| DATES | VOCATION | NAME OF SCHOOL | CREDIT HOURS | ESTIMATED POINTS |
|-------|----------|----------------|--------------|------------------|
| _____ | _____    | _____          | _____        | _____            |
| _____ | _____    | _____          | _____        | _____            |
| _____ | _____    | _____          | _____        | _____            |

| COLLEGE OR UNIVERSITY COURSES   | Points            | Maximum |
|---|-------------------|---------|
| Relevant college or university course credits not used for EDUCATION points (pages 4 & 5) | 1 per Credit hour | 25      |

To receive credit, a course must be academic, 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.

| DATES | COURSE TITLE | COLLEGE OR UNIVERSITY | CREDIT HOURS | ESTIMATED POINTS |
|-------|--------------|-----------------------|--------------|------------------|
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |
| _____ | _____        | _____                 | _____        | _____            |

**TOTAL COLLEGE OR UNIVERSITY COURSE POINTS** \_\_\_\_\_

- I have enclosed an additional sheet
- I have enclosed a copy of my transcript(s).

**TOTAL EXPERIENCE POINTS FROM PAGES 6-8** \_\_\_\_\_  
Must be a minimum of 50 points

PLEASE MAIL THE FOLLOWING ITEMS:

- Completed application
- \$50 Application Fee
- Sponsor Letter
- Transcripts, diploma, supporting documents

These items should be mailed to the current Education Committee Chair of the ACCRTA. The deadline for applications is March 31<sup>st</sup> for award at the summer Arkansas Municipal League.

FOR OFFICE USE ONLY

PRESIDENT'S SIGNATURE \_\_\_\_\_  
EDUCATION COMMITTEE CHAIR SIGNATURE \_\_\_\_\_