



**MISSOURI CITY CLERKS AND FINANCE OFFICERS**

**CONTINUING AND SUSTAINING  
MISSOURI REGISTERED CITY CLERK (MRCC)**



**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Last First MI

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Division \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ I attained MRCC status on \_\_\_\_\_ (date)

\_\_\_\_\_ I am applying for Continuing MRCC

\_\_\_\_\_ I attained Continuing MRCC status on \_\_\_\_\_ (date)

\_\_\_\_\_ I am applying for Sustaining MRCC

The goal of the Missouri City Clerks and Finance Officers Association (MoCCFOA) is to instill a desire for continuing the education and personal development of Missouri municipal clerks by inviting them to extend beyond their present level of development. For that reason, post-Certification learning experiences should combine professional and personal development with community and social services for the Continuing and Sustaining classes. These steps have been developed to recognize those clerks who are resolute in their professional development, continuing to grow and expand their knowledge and experience.

**REQUIREMENTS FOR CONTINUING OR SUSTAINING CERTIFICATION:**

1. Active Municipal or Deputy/Assistant Clerk in a Missouri municipality.
2. Two-year waiting period for Continuing status after attaining MRCC designation; and,
3. Two-year waiting period for Sustaining status after attaining Continuing status.
4. Affirmation of Missouri Clerks' Code of Ethics.
5. A total of 25 points in Advanced Education and Professional and Community Service:
  - a. a minimum of 15, maximum of 20 points in Advanced Education;
  - b. a minimum of 5, maximum of 10 points in Professional and Community Service; and,
  - c. five additional points in either Education or Service.
6. Completion of the application, including the enclosure of documentation for each point claimed.
7. Payment of \$40 registration fee for designation and certificate.

**REMINDER: All points must be accrued AFTER attaining the preceding designation.**

Name: \_\_\_\_\_

City: \_\_\_\_\_



# CODE OF ETHICS

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:

- impart standards of quality and integrity so the conduct of members shall be above reproach and merit public confidence;
- promote the professional development of the Association's members; and,
- enhance and promote the professional management of governmental records.

To further these objectives, certain principles shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association:

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 Missouri, 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 the public's 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 Continuing Sustaining Missouri Registered City Clerk.  
(circle the applicable designation)

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Signature of Applicant

Name: \_\_\_\_\_

City: \_\_\_\_\_

**MoCCFOA APPLICATION FOR  
CONTINUING AND SUSTAINING MISSOURI REGISTERED CITY CLERK (MRCC)**

**(Please attach copies of all documentation to support your application.)**

**SECTION 1. ADVANCED EDUCATION** – Minimum of 15 points, Maximum of 20

- A. Completion of an MoCCFOA Master Academy session 3 for 6 hours or 1 day
- B. Completion of an IIMC Master Academy session 3 for 6 hours or 1 day
- C. Academic credits in a related field from a college or university  
(NOTE: Only credits received after MRCC accreditation can be counted.) 2 for each credit unit
- D. Certification from another organization relevant to the Municipal Clerk responsibilities 2
- E. Completion of a job-related seminar or course not approved as an MoCCFOA-specific course; or, 1 for 6 hours or 1 day  
(varies with program)
- F. Completion of a self-study program approved by MoCCFOA  
(NOTE: Approval by Certification Committee required prior to taking the course.)
- G. On-line self-study courses 1 for every 6 hours,  
(maximum 2 points)  
(NOTE: Approval by Certification Committee required prior to taking the course.)
- H. Presenter at an MoCCFOA-recognized Institute or other municipal clerk education program 1 per presentation

\* \* \* \* \*

**Master Academy Sessions attended:**

Session	Location	Date	Est. Pts

**Academic credits in related field:**

(Includes Public Administration, Urban Affairs, Government, Political Science, Business Administration and Finance)

Course	College/University	Date	Credit Hours	Est. Pts

**Certification from other organizations:**

Certification	Organization	Date	Credit Hours	Est. Pts

Name: \_\_\_\_\_

City: \_\_\_\_\_

**MoCCFOA APPLICATION FOR  
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**SECTION 1. ADVANCED EDUCATION** - Continued

Completion of job-related session or course:

Session	Location	Date	Est. Pts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

On-Line courses, approved by Certification Committee:  
(Maximum of 2 points)

Describe:	Est. Pts
_____	_____
_____	_____
_____	_____
_____	_____

Presenter at MoCCFOA-recognized Institute or other clerk education program:

Session	Location	Date	Est. Pts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Advanced Education Points**  
(Minimum of 15, Maximum of 20) \_\_\_\_\_

**NOTE:** *The MoCCFOA Certification Committee Chairman shall determine the appropriateness of credits.*

Name: \_\_\_\_\_

City: \_\_\_\_\_

**MoCCFOA APPLICATION FOR  
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**SECTION 2. PROFESSIONAL AND COMMUNITY CONTRIBUTIONS:**

(5 points minimum, 10 maximum)

- A. MoCCFOA Officer 2 per year
- B. MoCCFOA Executive Board Director or Past President 1 per year  
(must attend at least 3 meetings per 2-year term)
- C. Member of MML or IIMC Board of Directors 2 per year
- D. Chairperson of a MoCCFOA, MML or IIMC Committee 2 per year
- E. Active member of a MoCCFOA, MML or IIMC Committee 1 per year
- F. Attendance at MoCCFOA, MML or IIMC Regional or Annual Conference 1 per event
- G. Teacher/Trainer at a MoCCFOA, MML or IIMC session 2 per session
- H. Singular on-the-job achievements that benefit the profession or community 1 per year
- I. Personal accomplishments of benefit to the position 1 per year
- J. Serving as officer in a professional association 1 per year

**Positions Held:**

Position	Organization	Dates	Points per year	Est. Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Conference Attendance:**

Event	Location	Dates	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Accomplishments / Service:**

Event	Location	Dates	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Professional and Community Contributions** \_\_\_\_\_  
(5 points minimum; 10 points maximum)

Name: \_\_\_\_\_ City: \_\_\_\_\_

**MoCCFOA APPLICATION FOR  
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**AFFILIATIONS:** Current Civic Activities – List full names of organizations, dates, positions held and accomplishments. (Optional)

\_\_\_\_\_  
\_\_\_\_\_

**GOVERNMENT OFFICIALS TO NOTIFY:** List full name, position and address of persons to notify announcing your MRCC status. (Optional)

\_\_\_\_\_  
Name Title Address

\_\_\_\_\_  
Name Title Address

\_\_\_\_\_  
Name Title Address

**MEDIA INFORMATION:** List any news media you wish to receive the press release. (Optional)

\_\_\_\_\_  
Name Title Address

\_\_\_\_\_  
Name Title Address

- \_\_\_\_\_ I have signed and included the MoCCFOA Code of Ethics
- \_\_\_\_\_ I have completed a minimum of 25 points in the two categories
- \_\_\_\_\_ I have enclosed appropriate documentation for each point listed in this application  
Advanced Education \_\_\_\_\_ Professional and Community Contributions \_\_\_\_\_
- \_\_\_\_\_ I have enclosed the \$40 application fee for the Continuing/Sustaining Certificate

\* \* \* \* \*

I hereby apply for \_\_\_\_\_ Continuing / \_\_\_\_\_ Sustaining Missouri Registered City Clerk (MRCC) status with the Missouri City Clerks and Finance Officers Association and affirm that all information herein is accurate and true to the best of my knowledge.

Municipality: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Applied: \_\_\_\_\_

When completed, send application with all appropriate documentation to:

Ms. Ruth Baker, City Clerk  
City of Manchester  
14318 Manchester Road  
Manchester, MO 63011

**Phone:** 636-227-1385  
**Email:** rbaker@manchestermo.gov

**NOTE :** Please make checks payable to **MSU** and mail along with application.