



## APPLICATION FOR MISSOURI PROFESSIONAL CITY CLERK (MPCC)

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 broaden their present level of development.

Therefore, post-Certification learning experiences should combine professional and personal development with community and social services for the Missouri Professional City Clerk (MPCC) designation. This professional classification was developed to recognize those clerks who have remained steadfast in their professional development, continuing to grow and expand their knowledge and experience.

With the MPCC application, each clerk shall be required to write a one or two page statement delineating his/her opinion on the meaning of the MRCC and MPCC process and the personal impact of these designations. These statements will assist in demonstrating the impact of the training and may be used (anonymously) to encourage other clerks to continue in their training.

### REQUIREMENTS FOR MISSOURI PROFESSIONAL CITY CLERK (MPCC):

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, with:
  - A minimum of 15 points in Advanced Education
  - A minimum of 5 points in Professional and Community Service;
6. A one to two-page written statement on the meaning and value of the MRCC and MPCC program, personally and professionally. The statement is to be single-spaced, 12 point type, on letter-size paper with one inch margins.
7. Completion of the application, including the enclosure of documentation for each point claimed; and,
8. Payment of registration fee of \$125 for pin and plaque, or \$60 for the pin and certificate.

**Reminder – all points must be accrued after attaining the Sustaining designation.**



**MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION  
APPLICATION  
FOR MISSOURI PROFESSIONAL CITY CLERK (MPCC)**

Please check the appropriate lines and enclose the required documentation.

- I am a Municipal Clerk; or
- I am a Deputy/Assistant Clerk;
- I have completed a minimum of 25 points in the two categories
- I attained MRCC status on \_\_\_\_\_ (date)
- I attained Continuing MRCC on \_\_\_\_\_ (date)
- I attained Sustaining MRCC on \_\_\_\_\_ (date)
- I have signed and included the MoCCFOA Code of Ethics
- I have enclosed all appropriate documentation for each point listed in this application  
Advanced Education \_\_\_\_\_ Professional and Community Contributions \_\_\_\_\_
- I have enclosed a written statement of my opinion on the meaning of the MRCC / MPCC process and the personal and professional impact of these designations
- I have enclosed three copies of this application in addition to the original
- I have enclosed three copies of all documentation in addition to the originals
- I have enclosed the \$ 60 application fee, which includes a pin and certificate; or,
- I have enclosed the \$125 application fee, which includes pin and plaque

\* \* \* \* \*

I hereby apply for Missouri Professional City Clerk (MPCC) 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 \_\_\_\_\_

**Please note:** points obtained prior to receiving the Continuing and Sustaining points may not be used for the MPCC.

When completed, send application with all appropriate documentation to:

Dr. Jim Kaatz  
Missouri Local Government Program  
Political Science Department  
901 S. National Ave.  
Springfield, MO 65804



## 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 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 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 Missouri Professional City Clerk.

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*Signature of Applicant*



**APPLICATION FOR  
MISSOURI PROFESSIONAL CITY CLERK (MPCC)**

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

**ADVANCED EDUCATION – Minimum of 15 points**

Points

Completion of an MoCCFOA Master Academy seminar	3 for 6 hours or 1 day
Academic credits in a related field from a college or university for credits received after MRCC accreditation	2 for each credit unit
Certification from another organization relevant to the Municipal Clerk responsibilities	7
Completion of a job-related seminar or course not approved as an MoCCFOA-specific course	1 for 6 hours or 1 day
Completion of a self-study program approved by MoCCFOA	varies with program
Personal accomplishments of educational benefit to the position	2
Presenter at an MoCCFOA recognized Institute or other municipal clerk education program	1 per 6 hours of preparation and presentation

\* \* \* \* \*

Master Academy Seminars Attended

Seminar	Location	Date	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Academic credits in related field

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

Course	College/University	Date	Credit Hours	Est. Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Certification from another organization

Certification	Organization	Date Obtained	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____



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Completion of job-related seminar or course

Seminar	Location	Date	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Personal accomplishments of educational benefit

Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Presenter at MoCCFOA-recognized Institute or other clerk education program

Seminar	Location	Date	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL ADVANCED EDUCATION POINTS \_\_\_\_\_

Please attach additional pages if necessary.

*The State Education Director and Credentials Committee shall determine the appropriateness of credits.*

**WRITTEN STATEMENT** – Write a statement delineating your opinion on the meaning of the MRCC / MPCC process and the personal and professional impact of these designations. The article is to be a minimum of one page and maximum of two pages, single-spaced on letter-size paper with one-inch margins, 12-point font.



**APPLICATION FOR  
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**PROFESSIONAL AND COMMUNITY CONTRIBUTIONS** (5 points minimum)

MoCCFOA Officer	2 per year
Member of MoCCFOA Executive Board (must attend at least 3 meetings during 2-year term)	1 per year
Member of MML or IIMC Board of Directors	2 per year
Chairperson of an MoCCFOA, MML, or IIMC Committee	1 per year
Active member of an MoCCFOA, MML, or IIMC Committee	1 per year
Attendance at MoCCFOA, MML, or IIMC Regional or Annual Conference	1 per event
Teacher/trainer at an MoCCFOA, MML, or IIMC seminar or meeting	1 per session
Singular on-the-job achievements that benefit the profession or community	2 per year
Personal accomplishments of educational benefit to position	2 per year
Serving as officer in a professional association	1 per year

**POSITIONS:**

<u>Position</u>	<u>Organization</u>	<u>Dates</u>	<u>Points Per Year</u>	<u>Est. Points</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ACCOMPLISHMENTS/SERVICE**

<u>Event</u>	<u>Location</u>	<u>Date(s)</u>	<u>Est. Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ATTENDANCE**

<u>Event</u>	<u>Location</u>	<u>Date(s)</u>	<u>Est. Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL PROFESSIONAL AND COMMUNITY CONTRIBUTIONS** \_\_\_\_\_

