MoCCFOA Certification Program

The Missouri City Clerks and Finance Officers Association (MoCCFOA) desires to improve the ability of Missouri municipal clerks to obtain certification through education and experience. The establishment of the Missouri Certification Program was to encourage on-going education and growth as a goal for all Missouri municipal clerks, regardless of the size of the municipality. The program is comprised of two levels – Missouri Registered City Clerk (MRCC) for new clerks and Missouri Professional City Clerk (MPCC) for experienced clerks.

Educational opportunities through MoCCFOA are provided at the following events:

* New Clerks Institute – The purpose is to introduce clerks to the legal aspects and core requirements of the position. This institute is mandatory for all clerks entering the program. This course must be taken within 6 years of MRCC application.
* Spring Institute – The purpose is to provide extensive educational opportunities and the opportunity to network with other clerks throughout the state.
* Regional Institutes – The purpose is to provide an opportunity for clerks to attend training sessions in their own areas. Regionals are annually held in the Kansas City, St. Louis, and Springfield areas. The same information is presented at each location.
* Missouri Municipal League Annual Conference (MML) – This conference includes elected and other city officials. Two educational sessions are sponsored by MoCCFOA.
* International Institute of Municipal Clerks (IIMC) – This organization and annual conference provides additional educational opportunities and the opportunity to network with other clerks throughout the world.

Each certification level – MRCC and MPCC – has specific requirements for employment, education, professional contributions, and membership in MoCCFOA. Applications for certification are accepted from May 1 through January 31 annually. No applications are accepted between February 1 and April 30. This deadline is in place for the certification committee to review all applicants and prepare for proper recognition, certificates, and plaques to be presented at Spring Institute, at which all certifications for the year will be announced. Announcements of certifications awarded to date will be made at the MML Business meeting, but no certificates will be handed out.

All clerks seeking MRCC or MPCC certification are required to perform four (4) of the eight (8) following core duties of municipal clerk:

1. General Management
2. Records Management
3. Elections
4. Meeting Administration
5. Management of the by-laws, Articles of Incorporation, ordinances or other legal instruments
6. Human Resources Management
7. Financial Management
8. Custody of the official seal & execution of official documents

Clerks applying for MRCC certification may receive education points for a bachelor's degree. A copy of the degree and transcript is required. A bachelor's degree in the following fields may receive *20 education* points:

* Public Administration
* Urban Affairs / Municipal Management
* Political Science
* Records Management
* Municipal Finance
* Governmental Accounting
* Urban Planning
* Personnel Administration

Clerks applying for MRCC certification may receive *10 education* points for a bachelor's degree in an unrelated field. A copy of the degree and transcript is required.

Clerks applying for MRCC certification may receive *5 education* points for an Associate of Arts degree in Public Administration or another related field (see above). A copy of the degree and transcript is required.

## CERTIFICATION REQUIREMENTS

The certification process is a two-step process beginning with MRCC and ending with MPCC designation. It will take a minimum of 6 years to complete both levels. Please review this page while filling out the appropriate application worksheet.

 **Missouri Registered City Clerk (MRCC):**

* Active Municipal or Deputy/Assistant City Clerk in a Missouri municipality
* Three consecutive years membership in MoCCFOA
* Affirmation of Missouri Clerks’ Code of Ethics
* Memo or letter from HR verifying employment dates and job description / duties of position
* A resume must be submitted for prior work experience
* Completion of the application, including the enclosure of documentation for each point claimed
* Minimum of 58 points for education, which includes the mandatory MoCCFOA New Clerks Institute. Points are awarded for attendance at *one* New Clerks Institute. New Clerks Institute must be attended within 6 years of MRCC application.
* Minimum of 50 points for experience, professional contributions, and additional education
* CMC and MMC hours are considered at this level
* Determination of appropriate points will be the decision of the Certification Committee
* Clerks transferring to Missouri from another state who have attained CMC status from IIMC may receive the MRCC designation upon successful completion of the MoCCFOA New Clerks’ Institute, submittal of MRCC application, MoCCFOA membership requirements, and appropriate fees.
* Clerks transferring to Missouri from another state who have attained a state certification may apply for MRCC certification upon successful completion of the MoCCFOA New Clerks’ Institute, submittal of MRCC application, submittal of a copy of the other state certification application, MoCCFOA membership requirements, and appropriate fees. The other state application will be reviewed by the Certification Committee to determine if that state’s courses and/or testing is comparable to MoCCFOA’s certification process.
* Payment of certification fee of $50 for pin and certificate

**Missouri Professional City Clerk (MPCC):**

* Active Municipal or Deputy/Assistant City Clerk in a Missouri municipality
* Three consecutive years membership in MoCCFOA since earning MRCC certification
* Minimum of 50 points for advanced education, professional contributions, and experience
* Only MMC hours are considered at this level
* Determination of appropriate points will be the decision of the Certification Committee
* Completion of the application, including the enclosure of documentation for each point claimed
* Payment of certification fee of $125 for a pin, plaque and certificate