

CCAC Tracking Form
Educational Hours Earned Toward IIMC Certification

Name: _____

<u>Name of Program</u>	<u>Date(s)</u>	<u>Number of Hours</u>	<u>Total Points</u>

I certify that I have completed the courses as outlined above:

Signature _____

Mentor

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ELIGIBLE PROGRAMS:

Education Points: Total of 60 points or 120 hrs

<u>Name of Program</u>	<u>Number of Hours</u>	<u>Total Education Points</u>
LTC (Leadership Track for Clerks CEPO)	43-46 hrs per 1-week session	43 hrs = 21.5 points (1 point per 2 hrs) 46 hrs = 23 points (1 point per 2 hrs)
TTC (Technical Track for Clerks)	27 hrs per 3 ½ -day session	13.5 points (1 point per 2 hrs)
CCAC Annual Conference	*13.5 hrs per conference**	1 point per 4 hrs
New Law & Election Seminar	*13.5 hrs per conference**	1 point per 4 hrs
Nuts & Bolts	12 hrs per 2-day session**	3 points (1 point per 4 hrs)
CCAC 1-day Academy Session	*8 hrs	8 hrs = 2 points (1 point per 4 hrs)
Bachelor's Degree or higher in Public Admin. or similar field***		20 points
Bachelor's Degree or higher in Unrelated field***		10 points
Associate of Arts Degree in Public Admin. or related field***		5 points
IIMC Annual Conference**		Up to 8 points per conference, for attending the 4 days of the conference
IIMC Athenian Leadership Dialogue		2 points each
IIMC CD-Rom Courses		1 point each
IIMC Online Courses		3 points each
IIMC Annual Conference Academy Sessions		2 points each

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The following may only be used on the experience side of the CMC application:

San Joaquin Delta Community College Municipal Clerk Courses	1 point per credit unit
Other Community College & University Courses, as approved	1 point per credit unit with no maximum
American Management Assn. Courses	1 point per 6-hrs of in class contact. Subject to review by IIMC. Submit coursework to IIMC for review prior to registration
CACEO Elections Workshop @ Stanford	1 point per 6-hrs of in class contact. Subject to review by IIMC. Submit coursework to IIMC for review prior to registration

*Total Number of Conference Hours may vary

** Any excess education points can be used as experience points, but **not** used for both. To be specific: IIMC Annual Conference, CCAC Annual Conference, New Law & Election Seminar, Nuts & Bolts Workshop, and CCAC 1-day Academy Session education points may be used for either Education or Experience points, but not both.

***Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education units or hours may not be credited to both CMC and MMCA programs. Copies of college transcripts **are** required.

All final decisions will be made by IIMC.

Questions: Email Emily Maggard at Emily@iimc.com

CMC STEP BY STEP PROCESS: <http://www.iimc.com/DocumentView.aspx?DID=367>