

January 10, 2006

TO: California Certification Subcommittee

FROM: Kat Meissner, PDD

**CALIFORNIA REGISTERED MUNICIPAL CLERK CERTIFICATION  
(FORMERLY CALLED "CALIFORNIA CERTIFICATION") AS OF JANUARY 9,  
2006**

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**California Certification Requirements:**

- 1) Must be a CCAC member for a minimum of 2 years; and
- 2) If you are a City Clerk, Assistant or Deputy City Clerk serving under City Manager with title of City Clerk, or one of the positions eligible for California Certification, you must serve in a full time capacity for at least 2 years in California; OR
- 3) If you are an Assistant City Clerk, Deputy City Clerk or an assistant or deputy to one of the positions eligible for California Certification, you must serve in a full time capacity for at least 4 years in California;
- 4) If you are a retired or elected City Clerk in California, you must have served at least two years in California.
- 5) Must be able to demonstrate performance of core City Clerk duties in California; and
- 6) Must have qualified to take and successfully passed the California Certification test.

**California Certification Test\* Shall Be Developed Around The Following Core Educational Areas Of Study Specific To California Clerks In Accordance With The Percentages Assigned To Each Subject Core Area Of Study:**

- 1) Written Communications, Business Communication Skills, Writing for the Professions (10%)
- 2) Public Administration, State and Local Political Processes (10%)
- 3) Human Behavior in Organizations (10%)
- 4) Management and Supervision (10%)
- 5) Critical Thinking and Decision Making / Negotiation Strategies (10%)
- 6) Financial Analysis for Managers (10%)

And that the remaining 40% of the test relate to the following:

- 7) Information Technology
- 8) Records Management in Public Agencies
- 9) Introduction to Municipal Clerkship

\*Note: Committee is still reviewing how the test will be developed, who will administer, etc.

**To Qualify for California Certification testing, one must have completed or attained one of the following options (Plan A) (see the synopsis immediately following for a condensed chart of the options):**

Option 1

Completion of equivalent courses listed below from an accredited college\*.

1. Principles of Accounting
2. Beginning Business Communication
3. Introduction to Management
4. Computer Science Fundamentals
5. Introduction to Public Administration
6. Human Resources Management OR Supervision and Human Relations
7. Written Communication
8. Advanced Business Communication OR American Government and Institutions
9. Human Behavior in Organizations
- 10.** Introduction to Municipal Clerkship
11. Records Management in Public Agencies
12. Critical Composition

\*Notes:

1. A Municipal Clerk Certificate may be earned from San Joaquin Delta College's (SJDC's) Municipal Clerk On-Line Program by taking the above courses thru SJDC.
2. A minimum of 12 units must be taken at SJDC to earn the Municipal Clerk Certificate, which is issued by SJDC.
3. The Municipal Clerkship class and Introduction to Public Administration class can only be taken from San Joaquin Delta College.

Option 2

- Completion of the LTC Institute or TTC Institute and the following college level courses from an accredited college. Completion of the LTC Institute OR TTC Institute is waived with 15 years of experience.
  1. Principles of Accounting
  2. Beginning Business Communication
  3. Introduction to Management
  4. Computer Science Fundamentals
  5. Introduction to Public Administration OR Political Science

6. Human Resources Management OR Supervision and Human Relations
7. Written Communication
8. Advanced Business Communication OR American Government and Institutions
9. Human Behavior in Organizations
10. Critical Composition

Option 3

- Must possess at least an Associate of Art's Degree, and
- Must have attained IIMC's CMC.

Option 4

- Attained IIMC's MMC designation
- (this option will expire five years from the date the California Certification goes into effect).

Option 5

- Must have six (6) years of full time experience in a California City Clerks office and
- attained IIMC's CMC designation
- (this option will expire five years from the date the California Certification goes into effect).

**Continuing Education Requirements To Maintain Certification.**

To maintain certification or recertify, one must:

1. Complete the continuing education/recertification form
2. Pay the continuing education/recertification fee
3. Document 50 hours of continuing education over a three year period. The continuing education may include a variety of learning or study options related to City Clerk duties, including: attendance at League of California Cities conferences, annual City Clerks Association of California conferences, IIMC annual conferences, CCAC division meetings featuring a bona-fide speaker, League of California Cities on-line courses, on-the-job training programs; correspondence courses, on-campus or on-line college courses, independent study.

Note: Though not identified as a goal, the Team decided that if continuing education/recertification is proposed, there needs to be an Advanced California Certification program proposed as a Goal of the California Certification Subcommittee. Subcommittee is still working on this.

## **Administrative Process For Review Of Applications And Award Of Certifications**

CCAC Board:

- 1) Annually budget income anticipated from applications.
- 2) Annually appropriate funds for purchase of plaques/certificates and pins.
- 3) Annually review fee and make adjustments as needed.

Applicant:

- 1) Complete application and attach documentation.
- 2) Mail application and filing fee to CCAC Professional Development Director.

Professional Development Director, or designee:

- 1) As needed, order plaques/certificates and pins.
- 2) Review and respond to applications within thirty days of receipt.
- 3) If certification awarded (a) send press release to City contact, press, and Official Word; and (b) mail plaque/certificate, letter of congratulations, and pin to applicant.
- 4) If certification not awarded, mail letter of explanation to applicant.
- 5) Retain applications on file for two years (hard copy or electronic image acceptable).

Appeals:

- 1) Appeal of the determination of the Professional Development Director, or designee, shall be made in writing by the applicant to the full CCAC Board.
- 2) CCAC Board shall consider and make a determination on all such appeals within 30 days of the receipt of written appeal.

## **First-Year Implementation And Marketing Strategy For Promoting The California Certification Program**

As this is a major program for CCAC members, it seems a ballot measure placed before the full CCAC membership is appropriate.

“Shall CCAC institute a California Certified Municipal Clerk Certification (CCMC) Program?”

To inform members about the program:

- 1) Official Word article describing the purpose and benefits of the CCMC program, including publication of the supporting documents (e.g., application, requirements, fees, etc.) and emphasizing “grandfathering” – Professional Development Director

- 2) Agendize at Division meetings – Division Presidents
- 3) ListServ announcement – Professional Development Director
- 4) CCAC Web Site posting – Communications Director
- 5) Committee write and publish ballot argument – Certification Committee
- 6) Mail program summary fact sheet with ballot materials – Communications Director

If ballot measure approved:

- 1) Direct mail program information to all CCAC members – Recording Secretary
- 2) Distribute program information to all new CCAC members – Second Vice President
- 3) Post program information and application on CCAC Web Site – Communications Director
- 4) Promote program at Division meetings – Division Presidents
- 5) Promote program at LTC, TTC, League of California Cities conferences, CCAC conferences and Division meetings – Professional Development Committee
- 6) Promote program through mentors and include in mentor training – Lee Price and mentors

Direct mail program information to Human Resources Directors, City Managers, Mayor and City Councilmembers explaining the CCAC certifications and educational resources – Professional Development Director and Recording Secretary