International Institute of Municipal Clerks

Cornell’s Institute is approved by the International Institute of Municipal Clerks (IIMC). Founded in 1947, IIMC is the leading professional nonprofit association of Municipal Clerks and officials from cities and towns around the world.

To receive Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) Designation through Cornell’s Municipal Clerks Institute, Clerks must fulfill a two year IIMC membership requirement, fulfill the designation requirements and must sustain membership in order to maintain the designation. Information about applying for IIMC membership and designation requirements can be found at IIMC’s website: http://www.iimc.com

“The classes were great and the instructors are wonderful, but the participants really learn from one another. Being able to sit with your peers to exchange ideas and thoughts to solve problems inspires you to come back and try new things.”
Karen Buccherri, Class of 2013, Village Clerk, Bronxville, New York

Rod Howe, Director
Susan Barry Smith, Institute Coordinator

Cornell University
124 Academic Surge A
Ithaca, NY 14853

Phone: 607-255-9510
Fax: 607-254-2896
E-mail: st237@cornell.edu
The Cornell Municipal Clerks Institute is a premium educational opportunity provided by a partnership among several professional clerk associations, including the City and Village Clerks, Town Clerks, and Clerks of County Legislative Boards Associations of the State of New York and Cornell University’s Community and Regional Development Institute.

Instructors
Cornell University faculty, faculty from other New York universities, as well as professionals within the Cornell community serve the Certified Municipal Clerks and Master Clerks Programs.

Facilities
The Institute is held at the ILR Conference Center on Cornell University’s campus. We want you to be comfortable, so please feel free to dress casually, and be sure to bring walking shoes so you may enjoy the area. Overnight accommodations are provided in air conditioned, single occupancy (unless otherwise requested) dorm rooms.

Teaching Format
Small classroom lectures, hands-on computer labs, group activities, self-evaluations, and informal discussions are all used during these trainings.

Audience
City, town, and village clerks, deputy clerks, and clerks of county legislative boards seeking professional certification (CMC or MMC) through the International Municipal Clerks Institute, or those who are simply interested in a unique and strong professional development opportunity. Other municipal officials who seek professional development/continuing education opportunities are also welcomed to participate.

What to Expect
The program runs from Sunday afternoon through Thursday morning with an optional class offered Thursday afternoon. A reception is held on Wednesday evening to honor the graduating class. Agendas, homework assignments and more details are sent prior to the Institute.

Scholarship Information
Please contact your association for more information and visit our website at: http://cardi.cornell.edu/cals/devsoc/outreach/cardi/training/cmci/index.cfm

Registration Information
This summer, CMCI will open its doors for one day, July 16, to clerks who are interested in experiencing the Institute but are unable to attend for the entire four days. This is an opportunity for clerks who have not yet experienced the Institute but who are curious to fully participate for one day, gaining credit for classes taken towards their CMC or MMC certification through the International Institute of Municipal Clerks (IIMC).

Registration Fees
Full Registration (all materials, meals, a banquet and lodging): $800.

Commuter rate (including all of the above except lodging): $460.

One day/Clerks (Banquet and lodging extra): $100.

One day/Elected officials: $50

Banquet only: $65

For more Information:
Keep checking CaRDI’s website for more information. http://cardi.cornell.edu/cals/devsoc/outreach/cardi/training/cmci/index.cfm