Important Information

What is the difference between Cornell Municipal Clerks Institute and the International Institute of Municipal Clerks?

The Cornell Municipal Clerks Institute (CMCI) is a premium educational opportunity provided by a partnership between the City and Village Clerks and the Town Clerks Associations of the State of New York and Cornell University's Community and Regional Development Institute (CaRDI). You will gain new knowledge, and skills, enhance the administration of your office, and contribute to the professionalism of your municipal government.

The International Institute of Municipal Clerks (IIMC) provides members with two certifications, earned through participation in educational programs such as CMCI and involvement in a variety of professional development activities. These certifications are the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation.

Before beginning your week at Cornell, it is crucial that you familiarize yourself with the IIMC and their requirements for obtaining your certification.

For information about education, certification and membership within the International Institute of Municipal Clerks, please visit the IIMC Official Website. Or follow any of the following links directly:
- Membership
- IIMCMembership Application

CMC Information
- Application for Admission
- Application for CMC Designation
- CMC Step-By-Step Guide
- CMCEducation Guidelines
- CMCSlide Show
- International CMC Information

MMC Information
- Application for Admission
- Application for MMC Designation
- MMC Step-by-Step Guide
- MMCEducation Guidelines
- CMC/MMCSlideshow
- International MMC Information

If you have specific questions about your IIMC membership or your own journey towards certification, please contact: Ashley Carroll, Verification Specialist, ashley@iimc.com, 8331 Utica Ave. Suite 200, Rancho Cucamonga, CA 91730;
Ph: (909) 944-4162; Fax: (909) 944-8545.
Use the CMCI Facebook page to ask questions and offer experience-based suggestions to newcomers!

**Sunday Registration:** Registration is Sunday, July 13th from 1:00 – 3:00 PM at the Robert Purcell Community Center (RPCC) off of Jessup Road on North Campus. Susan Smith will register you at the Service Center on the lower level of RPCC. You will receive room keys, meal vouchers and purchase parking permits if needed. Click [here](#) to view the registration site on a map.

**Parking:** Parking is available on North Campus, next to the Robert Purcell Community Center (CC lot – labeled on the campus map). Permits are required seven days a week and cost approx $6.48/day. Keep in mind this cost is separate from the registration fee, so be sure to bring cash or your checkbook. Parking permits for those with special needs such as physical disabilities must be arranged for in advance of registration. If you require a handicap permit, please call Susan Smith at 607-255-9510 by July 7 with your information.

**Lodging:** Rooms have been reserved in Mews Hall on North Campus. It is climate controlled and you will have a private bedroom, but bathrooms are shared. You will be provided with sheets and blankets, towels and washcloths. Any other items are up to you to bring. We have included a list of suggested items, but The Campus Store has just about anything you would want, should you forget anything. *“Climate controlled” is not the same as typical air conditioning in a hotel, and guests will not have individual control over the temperature of their room. If you prefer a considerably cooler room, options to consider are: (1) bring a portable fan; or (2) register at the commuter rate and stay in a nearby hotel. (See next paragraph.)*

**Meals:** Dinner on Sunday evening is provided by the second year class and will be held at Mews Hall. We encourage returning clerks to use this time to welcome first-year clerks and to help acquaint them with Monday and Tuesday, dinner will be at the Marketplace Eatery in RPCC. The banquet on Wednesday evening will be held at the Baker Atrium and Portico in the Physical Sciences Building on campus. Breakfasts and lunches will be held at the ILR Conference Center.

**Classes:** Most classes will be held at the ILR Conference Center on Central Campus. Classes requiring computers will be held in the ILR Computing Lab (Room 118 Ives) and will be noted on your schedule. Dress for class is “college casual”. Keep in mind that all these rooms are air-conditioned, so you may want to bring a light jacket or sweater. The Clerks and Masters program will officially end at 1:00 on Thursday.

**Class Attendance:** The expectation is that you will attend and fully participate in all the classes during the Institute. **Please note that none of the classes – including the evening classes - are optional.** There will be a sign-in sheet at each class that you will be expected to sign at the end of the class. If you become ill, or for some other reason have to miss a class (or classes), you will not receive the credits for that until you make-up the credit by following through on an assignment agreed upon by the instructor and Cornell Institute Director (for example, it could be a reading and writing a two page report on how the issue/topic might be applied in your work situation).

**The Banquet:** Wednesday’s banquet will be held at the Baker Atrium and Portico in the Physical Sciences Building on campus. The reception will begin at 6:30, with dinner at 7:30.
There will be a cash bar. Dress for the banquet is more formal; evening attire such as a suit or dress is appropriate.

Directions from Robert Purcell Community Center to the Baker Atrium and Portico in the Physical Sciences Building

Walking (Note – your destination is listed as Clark Hall. Once inside Clark Hall, you will see signs for the Baker Atrium and Portico.)

Driving (Note – your destination is listed as Clark Hall. Once inside Clark Hall, you will see signs for the Baker Atrium and Portico.)

Suggested packing list

- Business casual clothes for the day
- Evening attire for banquet (See notes on banquet above)
- Hair Dryer
- Bathrobe
- Alarm Clock
- Comfortable Walking Shoes (We try to keep the classes as close together as possible but this is a college campus and there will be plenty of opportunity for walking. Please let Sue know if this is a problem.
- Pillow
- Umbrella
- Sun Screen
- Sweater or Light Jacket
- Shampoo, Soap, etc
- Radio / CD player (TV’s are in a central lounge on each floor)
- Fan (*See the note under “lodging”)
- Money for parking, shopping, etc.
- Tissues
- Water bottle - (The Conference Center provides fresh cold water and cups in the classrooms. If you want to carry it with you, you’ll need a water bottle.)

Still have questions?
Call or email Sue Smith at 607-255-9510; st237@cornell.edu.