



Certification For Municipal Professionals

NEW APPLICATION

Associate City Clerk
OR
Associate Finance Officer



REQUESTED NEW CERTIFICATION FOR ASSOCIATE

Please select one ***separate application is required for each certification.**

- Iowa Certified Municipal Clerk Associate (3 years of experience required)
- Iowa Certified Municipal Finance Officer Associate (5 years of experience required)

PLEASE CHECK EACH BOX THAT IS APPLICABLE AND ENCLOSE THE REQUIRED SUPPORTING MATERIALS:

- I am currently a member of IMFOA and have been a member for 3 years. Membership ID # _____
- I have attended at least one IMFOA conference (for a minimum of 5 hours) in the past four years.
Please list date of attendance _____
- I have attached a letter of verification of employee duties from a representative of the city who has oversight of my position.
- I have listed the needed courses on my application AND have included my dashboard with the listed classes highlighted. If the class is not listed on my dashboard, I have included supporting documentation for attendance at the educational event.
(PLEASE NOTE: Classes can only be used ONE time and cannot be used on more than one certification.)
- I have enclosed the \$125 application fee.
- I have completed the Municipal Professionals Institute. Year Completed _____
- I am currently an Iowa Certified Municipal Clerk Associate.
- I am currently an Iowa Certified Municipal Finance Officer Associate.
- I acknowledge that I must renew my certification every 4 years.

BASIC INFORMATION

Name _____
Last First Middle

Other name(s) you may have used (Maiden name; Nickname) _____

Title _____ E-mail _____

Municipality _____ Date Hired _____

Mailing Address _____ P.O. Box _____

City _____ Zip Code _____

Phone _____ Alternate Phone _____

EMPLOYMENT DATES AND POSITIONS

Current Municipal Employer _____

Current position _____ Date you began this position _____

Previous position _____ Starting Date _____ End Date _____
Same Employer

Previous Municipal employment (location/dates)

MEDIA RELEASE (optional)

We are proud of your accomplishment and would like to send a press release/letter to one (1) local paper and/ or one local government official like your city manager or mayor. This is optional and you can leave this section blank if you prefer.

Local Newspaper

Name _____ Email _____

Government Official

Name _____ Title _____

Email _____

Address _____ City _____ State _____ ZIP _____

PLEASE MAIL APPLICATION AND FEES TO:

IMFOA Certification Review Committee
Attn: Barb Barrick
515 N. Main Avenue
Huxley, IA 50124

The committee that reviews the applications are volunteers. It may take as long as 8 – 12 weeks before you receive your acknowledgement. Thank you for your patience and understanding!

REQUIREMENTS FOR AN ASSOCIATE CERTIFICATION

You must have 2 of the 7 requirements listed below to earn a Clerk or Finance Associate Certification. Please mark below those items that are part of your regular position.

- Assist in General Administration
- Assist in Records Duties
- Assist in Meeting Administration
- Manage By-Laws, Ordinances, etc.
- Assist in HR Duties
- Assist in Financial Duties
- Custody of official seal and documents

Note: Assisting in the above areas are not to be construed as management or held responsible for.

EDUCATION **IMPORTANT: PLEASE READ ALL OF THE INSTRUCTIONS BELOW BEFORE COMPLETING THIS PORTION OF THE APPLICATION! INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. A link to find a list of classes you have taken on the IMFOA dashboard is found here: <https://secure.iowaleague.org/IMFOACertifications/Login.aspx?ReturnUrl=%2fIMFOACertifications%2fdefault.aspx>
2. You must **WRITE/TYPE** the hours and classes you are using for the certification you are applying for on the sheets provided. You may use a second sheet to list classes if needed.
3. Please include a copy of the dashboard, highlighting the classes you are using. If the classes are not listed on the dashboard you will need to include supporting documentation for attendance at educational events.
4. All workshops, courses, or educational offerings approved by the Curriculum Committee may be listed below for credit along with classes listed on your dashboard.
5. Classes on the dashboard might be LISTED in more than one place but you can only use the class ONE TIME either in Basic, Flexible or Specialized on one certification.
6. CLASSES CAN ONLY BE USED ON ONE CERTIFICATION TYPE, AND CANNOT BE DUPLICATED FOR A DIFFERENT CERTIFICATION. If you are applying for your second certification you only need to submit 25 hours of specialized credits, as you've already submitted your basic and flex. (See FAQ's, link below, number 8 for further explanation)
7. Application and Code of Ethics (located on the last page of the application) must be signed and dated before application will be considered.

Note: IMFOA Certification Application Process FAQ's can be found at www.imfoa.org - Certification Program tab.

BASIC CURRICULUM 50 contact hours are required from Iowa State University Municipal Professionals Institute.

MUNICIPAL OFFICER CODE OF ETHICS

As a Municipal Officer, I believe:

That the proper operation of democratic government and fiscal administration requires that public employees be independent and impartial in their judgment and actions; that decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government and employees.

Consequently, I believe it is my duty to:

- 1. Respect the importance of American ideals of government, the rule of law, and ethical conduct in the performance of my municipal duties.*
- 2. Work in full cooperation with other public employees in promoting the public welfare, recognizing that my private interest must be subordinate to the public interest.*
- 3. Be scrupulously honest in handling public funds and in the conservation of public property, never using any funds or property under my care for private benefit of myself or others.*
- 4. Refrain from disclosing confidential information concerning the city government, or granting any special treatment, consideration, or advantage to any citizen beyond that available to every other citizen.*
- 5. Refrain from accepting gifts or favors or promise of future benefits which might compromise my independence of judgment or action as a City Clerk / Finance Officer.*
- 6. Conduct myself in my private affairs in such a manner as not to bring discredit to public service, or the community and City Council which I serve.*
- 7. Endeavor always to establish and maintain the highest standards of fiscal administration.*

I hereby apply for certification under the Iowa Certification for Municipal Professionals Program, and attest that the previous statements and presentations are accurate and true to the best of my knowledge. I further attest to support the Municipal Officer Code of Ethics. I acknowledge that continuous membership in IMFOA is required to retain and use the Iowa Certification designation(s) and that I must renew my certification(s) every 4 years.

Printed Name _____

Signature _____

Date _____

(this will be your beginning certification date)