



## **AMCA Election Recertification Guidelines**

*AMCA Election Recertification Applications are available on the AMCA Website  
[www.azclerks.org](http://www.azclerks.org)*

### Submittal:

- ✓ Review the current AMCA Election Recertification Requirements (AMCA Handbook).
- ✓ Submit AMCA Election Recertification Application electronically to [AMCAinfo@leagueaz.gov](mailto:AMCAinfo@leagueaz.gov). Include copies of all supporting documentation (i.e. certificates) with your application.

### Notification:

- ✓ The League of Arizona Cities & Towns (League) shall notify the applicant on whether they have met the recertification requirements to be issued a certification, and notify the Education Committee of the names of the applicant that received their recertification.
- ✓ The Education Committee shall forward the list of names to the Awards Committee in order to prepare electronic certificates and upload the certificates to the AMCA website.
- ✓ Recertification records will be maintained by the League.