

Training Institute for Municipal Clerks and Administrators &
Master Municipal Clerk Academy
February 1-3, 2012, Tuscaloosa, AL
Sponsored by The University of Alabama

Program Description

Although the job responsibilities of Municipal Clerks vary, there is a common thread that weaves this family of professionals together. The Certified Municipal Clerk (CMC) & Master Municipal Clerk Academy (MMCA) Programs are designed to inform Municipal Clerks of their expanding responsibilities, shared experiences and improved work procedures. This program offers solutions to common problems and helps Municipal Clerks extend their critical professional capacities at all levels of government.

The CMC Program - The first CMC Program was offered in 1969 to recognize those Municipal Clerks who had achieved basic levels of professional competency. The CMC award is granted after an applicant has met specific requirements in education, experience and professional participation. The CMC Program is available only to Municipal and Deputy Clerks who have been active members of the International Institute of Municipal Clerks (IIMC) for two years. Approximately one in two active IIMC members holds the CMC designation. Continued IIMC membership is required to retain CMC and recertified CMC status.

The MMCA Program - To assure continued excellence and personal growth, today's Municipal Clerks must embrace ongoing educational opportunities, and active involvement in their profession and society. The MMCA program offers continuing advanced education programs for Clerks, and recognizes high-level achievements beyond attainment of the CMC designation.

Program Dates & Time

February 1, 2012 (8:15 a.m.) thru February 3, 2012 (12:00 p.m.)

Location

Bryant Conference Center, Tuscaloosa, Alabama

Fee

\$235/person

Who Should Attend

All municipal clerks from large cities to small towns are encouraged to attend.

John G. Burton Endowment Scholarships

Scholarships are being offered to Certification Training Institute applicants only. Applicants must be full-time city clerks or assistant city clerks in an Alabama Municipality. Criteria include, but are not limited to, financial need and if the applicant will be a first-time participant. Participants already enrolled in the program are eligible if they demonstrate strong financial need. Ten scholarships are available that will cover the full cost of registration.

Please contact Leonard Smith at lsmith@ccs.ua.edu or Kristen Gee at kjgee@ccs.ua.edu to request a form.

REGISTRATION FORM

Certification Training Institute for Municipal Clerks and Administrators & Master Municipal Clerk Academy
February 1-3, 2012 Bryant Conference Center, Tuscaloosa, Alabama

One registrant per panel. For multiple registrations, please duplicate this form.

Dr. Mr. Mrs. Ms.

Name First Last M. I.

Preference on Nametag Company/Organization Name

Company Phone Company Fax

Personal Business Phone Personal Business Fax

E-Mail address Job Title

Company Mailing Address

City State Zip

Billing Mailing Address Attn:

Address

City State Zip

METHOD OF PAYMENT

Attached is a check in the total amount due of \$ _____ made payable to
THE UNIVERSITY OF ALABAMA

Charge \$ _____ to my personal business credit card:

MasterCard Visa Discover American
Express

Card # _____ Expiration Date: _____

Authorizing Signature _____

Please enroll me in the:

Certification Training Institute (CMC)
Session 0431412:cert
\$235.00/person

Or the

Master Municipal Clerk Academy (MMC)
Session 0431412:mast
\$235.00/person

Continuing Education Credit:

CEU Certificate
\$10 each

Three percent of the registration fee goes to the Capstone Lifelong Learning Society to cover its share of the cost of the Conference.

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days in advance of program date by stating your request here or by emailing your request to lsmith@ccs.ua.edu

FOUR CONVENIENT WAYS TO REGISTER

1

Mail registration and payment to:
Registration Services
College of Continuing Studies
The University of Alabama
Box 870388
Tuscaloosa, AL 35487-0388

2

**Phone in registration with
credit card information to:**
(205) 348-3000

3

**FAX registration
with credit card
information or
purchase order #
(must fax purchase
order as well) to:**
(205) 348-6614

4

On-line Registration
Available via the
internet at:
<http://pdcs.ccs.ua.edu>