



45th Annual University of Arkansas Municipal Clerks Institute

Certification Class ~ September 10 – 14, 2017
Advanced Academy ~ September 11 – 12, 2017

“Opening Doors for Arkansas Clerks”

What is the Institute?

The Municipal Clerks Institute is an intensive educational program designed to assist municipal clerks in advancing their skills and knowledge of the profession. The Institute is a partnership effort between the University of Arkansas, International Institute of Municipal Clerks (IIMC), and Arkansas City Clerks, Recorders & Treasurers Association (ACCRTA).

The curriculum focuses on three areas of study: public administration, professional development, and electives. Instructors come from a variety of professional backgrounds, including university faculty members, state and local government officials, and other subject matter experts in the public and private sectors.

The certification program enables candidates to complete educational requirements for IIMC Certified Municipal Clerk and ACCRTA Certified Arkansas Municipal Clerk status within a 3-year cycle. Participants may enter the program in *any year* and still complete all necessary subject areas.

The advanced academy is open to those who have completed 3 years of certification class, and/or received CMC or CAMC status.

When and Where is the Institute?

Certification classes begin Sunday, September 10 at 2:00pm, at the Chancellor Hotel. Classes are held Monday through Thursday from 8:00am to 5:30pm, in the hotel's conference facility.

Advanced Academy classes are held Monday and Tuesday, September 11 – 12, from 8:30am to 4:30pm, at the hotel's conference facility. Some Academy sessions are combined with Certification classes, for added networking and information sharing.

What Costs are Involved?

Participants pay a registration fee and arrange for their own lodging and some meals, as well as transportation to and from Fayetteville. Registration (\$495) for the certification course includes:

- Tuition, materials and instruction
- Morning / afternoon refreshment breaks
- 1 evening meal
- 4 lunches

Advanced Academy participants' registration fee (\$420) includes:

- Tuition, materials and instruction
- Morning / afternoon refreshment breaks
- 1 evening meal
- 2 lunches

Accommodations

A block of rooms has been reserved at the Chancellor Hotel, on the downtown Fayetteville square. The conference rate is \$99/night + 13.75% tax. Call 479-442-5555 to reserve your room by August 10, 2017.

Parking & Transportation

Parking is available at the hotel for \$4 per day. The hotel offers free shuttle service around town.

To Register

Complete and return the form with payment or purchase order number. Detailed information will be mailed to each city in July, and posted online.

Questions? *Kim Jones, Institute Director* e-mail: kimj@uark.edu



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Municipal Clerks Institute**

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REGISTRATION FORM

Name _____ Title _____

Municipality _____

Business Address _____

City _____ State ____ Zip _____

Day Phone _____ Email _____

Are you a member of IIMC? YES NO ACCRТА? YES NO

How many years have you attended Institute, including this year? _____

Course Selection

Certification Class \$495 After September 1 - \$525

Academy Class \$420 After September 1 - \$470

Both Classes \$495 After September 1 - \$525 \$ _____ Total Due

*this option only available to Academy members

Payment Method

Check enclosed (payable to University of Arkansas)

Purchase Order number _____ (invoice will be sent for amount due)

Cancellations made on or before September 1 will receive a full refund. Cancellations made September 2-8 are subject to a \$100 administrative fee. No refunds will be given for cancellations made after September 8.

To Register

MAIL COMPLETED FORM TO

Municipal Clerks Institute
Attn: Rachael Small
MUSC 201
1 University of Arkansas
Fayetteville AR 72701