



**Municipal Clerks, Deputy Clerks, Treasurers,
and Finance Officers are invited to attend the**

 **38TH ANNUAL** 
MONTANA MUNICIPAL INSTITUTE


The Municipal Institute provides attendees the opportunity to
remain up to date with current and effective methods
for meeting the responsibilities and challenges of their office, and to network with their colleagues in an
atmosphere that supports **Professional Growth**.

**Local Governments are urged to support the participation of their
clerks and treasurers to further their professional development.**

Fees

Registration fees cover training materials, breakfasts, lunches, and one ticket to the Thursday lunch banquet and celebration. Overnight accommodations and evening meals are not included in the fee.

 Please pay your registration fee by check,
Payable to: MSU Local Government Center. 

\$415 4-Day Institute

\$275 2.5- Day Institute

\$105 PER DAY Individual Days

\$35 Out of State

\$100 Non-Member

Registration Deadline: April 25, 2018

Undergraduates are encouraged to attend the entire Municipal Institute. The opening reception and an information/networking session will follow registration.

**Undergrad Registration: 1:00-4:00pm,
Sunday, May 6**

Graduates are encouraged to attend, at a minimum, the 2.5-Day Institute.

**Grad Registration: 10:00am-12:00pm,
Tuesday, May 8**

**IF YOU ARE UNSURE OF YOUR
MMCT & FOA MEMBERSHIP STATUS,
PLEASE CONFIRM WITH ASSOCIATION
TREASURER (KT NORTHINGTON)
BEFORE REGISTERING TO ENSURE
PROPER PAYMENT.**

Kt Northington, townclerk@culbertsonmt.com

HOTEL INFO



BILLINGS HOTEL & CONVENTION CENTER (FORMERLY THE RED LION)

1223 Mallowney Ln, Billings, MT 59101

Block of rooms reserved at state rate under group name Municipal Clerks. Additional rooms available at the adjacent Radisson Hotel under the group name Municipal Clerks 2018.

CANCELLATION POLICY

If written notice of cancellation is received by the Local Government Center by Wednesday, May 2, 2018, the total registration fee will be refunded. No refund will be made for cancellations received after May 2, 2018.

AFTER HOUR EVENTS

DINNER HOSTED BY MMIA

Location: TBD

Day/Time: Tuesday 5:30pm

LUNCH BANQUET AND CELEBRATION HOSTED BY LOCAL GOVERNMENT CENTER AND MMCT & FOA

Location: Billings Hotel & Convention Center

Day/Time: Thursday 12:00pm

BLACK MOUNTAIN SOFTWARE TRAINING WORKSHOP

Location: Billings Hotel & Convention Center

Day/Time: Wednesday 6:00pm

Dinner provided.

Participants must register with Black Mountain Software at

<http://support.blackmountainsoftware.com/login.cfm>

Participants are welcome to purchase guest tickets for the banquet and celebration where graduating clerks/treasurers will be honored. Guest tickets for the buffet lunch may be purchased from Local Government Center staff for \$25 per person.

Attendance will only be required for Undergraduates working toward completion of their education requirements for certification (120 hours) and/or those who apply for Continuing Education Units (CEUs)

TRAINING MATERIALS

Each participant will receive a flash drive that contains the presentation material for the week and a folder with a selection of printed handouts. Handouts and/or Power Point presentations will be posted in the Moodle site by Friday, May 4th if you would like to print the material prior to Institute. Please note it is optional to print this material.

Worksheets to be completed in class will be printed for you. Presentation materials not sent to the LGC by May 1st will be posted after Institute. Laptops and tablets are welcome! However, please ensure respect is given to all of our presenters by refraining from accessing social media, games, etc. during presentations.

CERTIFICATION

CREDIT OPPORTUNITIES

This Institute offers **30 hours** of instruction. Other credited educational opportunities throughout the year include MLCT session attendance, Municipal Summits, Local Government Center online courses*, and other certification workshops.

*More information about LGC online courses at [HTTP://www.msulocalgov.org/webinars/webindex.html](http://www.msulocalgov.org/webinars/webindex.html)

PARTICIPANTS WHO ATTEND **4 COMPLETE YEARS** OF INSTITUTE TRAINING (120 HOURS) WILL MEET THE EDUCATION REQUIREMENTS OF THE FOLLOWING CERTIFICATION TRACKS AND **BE RECOGNIZED FOR THEIR ACHIEVEMENT** AT THE CELEBRATION EVENT.

CERTIFICATION REQUIREMENTS:

- CERTIFIED EDUCATION HOURS
- EXPERIENCE HOURS
- ASSOCIATION MEMBERSHIP
- TRACK SELECTION ALIGNED WITH OCCUPATION AND PROFESSIONAL GOALS

CERTIFICATION TRACKS

IIMC TRACK

Certified Municipal Clerk:

- **120 certified education hrs**
- **50 experience points**
- **IIMC member for 2 years**

Advanced CMC certification available at
www.iimc.com

APT TRACK

Certified Public Finance Admin.:

- **120 certified education hrs**
- **50 experience points**
- **APT US&C member for 2 years**

Advanced APT certification available at
www.apтусc.org

MONTANA TRACK

Certified Montana Municipal Clerk:

- **120 certified education hrs**
- **50 experience points**
- **MMCTFOA member for 2 years**

More information at
www.mtleague.org/mmctfoa

CONTINUING EDUCATION UNITS

Available for all 4-day and 2.5-day registrants. To earn Continuing Education Units (CEUs), attendance is required and will be taken at each session

ONE = 10
CEU = HRS

Ten hours of participation in an organized continuing education experience. CEUs are optional, but serve as a permanent record of continuing education units earned through Montana State University.

The cost of CEUs is \$25 and can be paid at Institute by cash or by check made out to **Montana State University**. Please **DO NOT** include the cost of CEUs with your registration fee as CEUs are administered through the Office of Extended University at Montana State University, **NOT** the Local Government Center.

Note: CEUs are in no way required or related to IIMC, APT, or MMCTFOA Certifications

Questions?

Contact Alison Richardson at the
MSU Local Government Center:
(406) 994-6694 or
alison.richardson@montana.edu

===== REGISTER AT: =====

WWW.MSULOCALGOV.ORG

We look forward to seeing you in May!

