

# Municipal Clerks, Deputy Clerks, Treasurers, & Finance Officers are invited to attend the



## 39TH 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**

**\$100**      **Non-Member**

(additional fee for attendees who  
are not members of MMCT&FOA)

## Registration Deadline: April 24, 2019

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

**Undergrad Registration:  
3:00pm-4:00pm, Sunday, May 5**

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

**Grad Registration: 10:00am-12:00pm,  
Tuesday, May 7**

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

Jennifer Robley, townoffp@nemont.net





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## HOTEL INFO

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### BEST WESTERN PLUS GRANTREE INN

1325 N 7th Ave, Bozeman, MT 59715

**To Reserve Call (406) 587-5261**

Block of rooms reserved at state rate under group name MMEC 2019. Additional rooms available at the adjacent Days Inn Hotel under the group name MT Municipal Clerks and Treasurers.

## CANCELLATION POLICY

If written notice of cancellation is received by the Local Government Center by Wednesday, May 1, 2019, the total **registration fee** will be refunded. No refund will be made for cancellations received after May 1, 2019.

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## AFTER HOUR EVENTS

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### DINNER HOSTED BY PAY.GOV

Location: Best Western GranTree Inn  
Day/Time: Monday 6:00pm

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

Location: Best Western Plus GranTree Inn  
Day/Time: Thursday 12:00pm

### DINNER HOSTED BY MMIA

Location: TBD  
Day/Time: Tuesday Evening

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.

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**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 made available by Friday, May 3rd** 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.

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](http://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.apusc.org](http://www.apusc.org)

### MONTANA TRACK

**Certified Montana Municipal Clerk:**

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

More information at [www.mtleague.org/mmctfoa](http://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