



MUNICIPAL CLERKS AND TREASURERS INSTITUTE

May 3-7, 2020

Bozeman, MT



Municipal Clerks and Treasurers Institute

Benefits of the Institute

Credit Opportunities

This Institute offers 30 hours of instruction. Participants who attend 4 complete years of Institute training (120 hours) will meet the education requirements for the following certification tracks: IIMC Track (Certified Municipal Clerk), APT Track (Certified Public Finance Administrator) and the Montana Track (Certified Montana Municipal Clerk)

Up-to Date Learning Opportunities

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. The coursework is designed to help you best manage your positions with combining hands-on learning, group discussion and exercises that test your knowledge and understanding.

Professional Growth

Here is the chance to network with your colleagues in an atmosphere that supports both formal and informal participation. It also gives you access to presenters and organizations that can share valuable information and be an option for future resources.

Tuition

Registration Fees:

Registration fees cover the sessions (30 hours of instruction), training materials, breakfasts, lunches and 1 ticket to the Thursday lunch banquet.

4-day Institute	\$415
2.5-day Institute	\$275
Individual Days	\$105

Additional Fee:

Non-member	\$100
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This fee is for attendees who are not members of MMCT&FOA. If you are unsure of your MMCT&FOA membership status, please confirm with association treasurer (Jennifer Robley) at townoffp@nemont.net. We encourage all non-members to join prior to registering.

Payment information

Please pay your registration fee by check, payable to MSU Local Government Center: PO Box 170535, Bozeman, MT 59717

Late Fee & cancellation policy

The registration deadline is **April 17th, 2020**. After April 17th, a \$50 additional fee will be added to the registration cost. If refund request is received before April 17th, a full refund is given. minus a \$50 processing fee. After April 17th there will be **no refunds given**.

Register online at

www.msulocalgov.org

Municipal Clerks and Treasurers Institute

Accommodations

Best Western Plus GranTree Inn

1325 N 7th Ave, Bozeman, MT 59715

(406) 587-5261

A block of rooms reserved at the state rate and is under MT Municipal Clerks Treasurers

Comfort Inn

1370 N. 7th Ave, Bozeman, MT 59715

(406) 587-2322

A block of rooms is also reserved at the Comfort Inn at the state rate under the group name Municipal Institute 2020

After Hour Events

Dinner hosted by Pay.Gov

Monday , May 4th at 6pm

Location TBD

Sponsored User Meeting hosted by Black Mountain Software

Tuesday, May 5th at 6pm

Location TBD

Dinner hosted by MMIA EB, Allegiance, & Delta Dental

Wednesday, May 6th

Location: TBD

Banquet & Celebration

Hosted by MSU Local Government Center and MMCT&FOA at the Best Western Plus GranTree Inn on Thursday, May 7th from noon- 1:30pm

Participants are welcome to purchase guest tickets for this banquet where graduating clerks/treasurers will be honored. Guest tickets can be purchased from Local Government Center staff for \$25 per person.

Certification

The International Institute of Municipal Clerks (IIMC), the Association of Public Treasurers of the United States and Canada (APT US&C) and MMCTFOA accredit the Montana Municipal Institute. We offer other credited educational opportunities throughout the year.

The certification requirements are:

- ❖ Certified Education Hours
- ❖ Experience Hours
- ❖ Association Membership
- ❖ Track selection aligned with occupation and professional goals

Certification Tracks

IIMC Track- Certified Municipal Clerk

- ❖ 120 education hours
- ❖ 50 experience points
- ❖ IIMC member for 2 years

APT Track- Certified Public Finance Administrator

- ❖ 120 certified education hours
- ❖ 50 experience points
- ❖ APT US&C member for 2 years

Montana Track- Certified Montana Municipal Clerk

- ❖ 100 certified education hours
- ❖ 50 experience points
- ❖ MMCT&FOA member for 2 years

Optional Continuing Education Units

Available for 4-day and 2.5-day registrants through MSU. Attendance is required to earn CEU's but not necessary for certification. There is an additional fee.

DAILY AGENDA

Schedule of Events

Sunday, May 3rd

3-4:30pm Registration

4:30-5pm Welcome and Orientation for First Year Clerks

5-6pm Welcome to all Clerks and Treasurers

Monday, May 4th

7-8am Breakfast

8-noon-Sessions

Noon-1pm Lunch

1-5pm Sessions

6pm- Dinner option by Pay.Gov

Tuesday, May 5th

7-8am Breakfast

8-noon- Sessions

Noon-1pm Lunch

1-5pm Sessions

6pm- Software User Meeting hosted by Black Mountain Software

Wednesday, May 6th

7-8am Breakfast

8-11:45am - Sessions

11:45-1pm Lunch and MMCTFOA meeting

1-5pm Sessions

6pm- Dinner option by MMIA

Thursday, May 7th

7-8am Breakfast

8-noon - Sessions

Noon- 1:30pm Banquet and awards

1-4 pm Sessions

