



## **37<sup>th</sup> Annual University of Arkansas Municipal Clerks Institute**

**September 13 – 18, 2009**

**“Opening Doors for Arkansas Clerks”**

### **What is the Institute?**

The University of Arkansas 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, Records & Treasurers Association (ACCRTA). Participants will:

- Obtain practical knowledge needed to fulfill their job duties
- Build a network of professional colleagues
- Enhance their leadership and administrative skills
- Fulfill the educational requirements toward earning *Certified Municipal Clerk* status

The curriculum focuses on three main areas of study: public administration, professional development, and electives. Instructors are drawn 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 program is designed to enable 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.

### **When and Where is the Institute?**

Certification classes begin Sunday, September 13 at 4:00pm in downtown Fayetteville. Classes are held Monday through Thursday from 8:00am to 5:30pm, and Friday morning from 8:00am to noon, in the University of Arkansas Center for Continuing Education.

### **What Costs are Involved?**

Participants pay a registration fee (approximately \$400), arrange for their own lodging and some meals, as well as transportation to and from the Institute. Registration for the Institute includes:

- Tuition, materials and instruction
- Morning / afternoon refreshment breaks -- 5 days
- 2 evening meals
- Transportation to off-site classes, as needed
- Certificate of attendance

### **Accommodations**

A block of rooms has been reserved at the Fayetteville Cosmopolitan (formerly Radisson) Hotel. The rate is \$95/night + tax for single/double occupancy. Call 479-442-5555 to reserve your room by August 13, 2009. NOTE: If you wish to find a roommate to help with lodging cost, or a less expensive hotel, let Kim know!

### **Parking & Transportation**

Parking is available on the Fayetteville municipal parking deck, located behind the CCE. A map will be forwarded upon receipt of your registration. Transportation to any off-site classes or activities will be provided by the Institute, as necessary.

### **To Register**

A brochure and registration form will be mailed to each city this summer. Complete and return the form with payment or purchase order number.

### **Questions?**

#### **Contact:**

*Kim Jones, Institute Director*

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