

For more information, contact Kim Jones, Institute Director, at (800) 952-1165 or (479) 575-6491, or e-mail kimj@uark.edu.

- To gain practical knowledge and better fulfill your job duties.
- To build a network of professional colleagues.
- To enhance your leadership and administrative skills.
- To fulfill educational requirements to earn Certified Municipal Clerks status.

Opening doors for Arkansas Clerks...

Now in its 35th year, the Institute is an intensive educational program designed to assist Municipal Clerks, Recorders, and Treasurers in advancing their skills and knowledge of the profession. It is a partnership effort of the University of Arkansas, the International Institute of Municipal Clerks (IIMC) and the Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA).



NON-PROFIT ORGANIZATION
U.S. POSTAGE
P A I D
PERMIT NO. 206
FAYETTEVILLE, ARKANSAS

 The School of
CONTINUING EDUCATION
& *Academic Outreach*

2 East Center Street
Fayetteville, AR 72701

The University of Arkansas is an equal opportunity/affirmative action institution.



Certification Program
September 16-21, 2007

Advanced Academy
September 19-20, 2007

“Opening Doors for Arkansas Clerks”

Welcome from the Director...

I am pleased to extend an invitation to you to participate in the University of Arkansas Municipal Clerks Institute.

For over three decades, the Institute has provided new ideas and practical skills to Arkansas municipal clerks, recorders and treasurers. We have matched up input from the front lines of the profession with expertise from around the state, and created an environment where you may exchange information and solutions to shared challenges.

You will have opportunities to meet and learn from others in your profession, gain information to improve the operations of your city, and enjoy personal enrichment activities to help you perform at your best.

Anyone who had attended the Institute will tell you that it's no vacation. City clerks, recorders, and treasurers are true community leaders, and you deserve a high-quality worthwhile educational experience.

So get ready for long hours in the classroom, evening assignments, and new ideas. And get ready for a week you won't regret!

Kim Jones
Institute Director

Certification Program ~ September 16-21, 2007

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, 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 Certified Municipal Clerk status, as set forth by the International Institute of Municipal Clerks, within a three-year cycle. Participants may enter the program in any year and still complete all necessary subject areas.

2007 Curriculum Highlights

- Parliamentary Procedure
- Ordinances & Resolutions
- Personal Ethics as a Public Official
- All About Audits
- Recording & Processing Minutes
- Diversity Awareness
- Spreadsheet Skill Building
- Records Management
- Franchise Fees
- Municipal League: Legislative Update
- Sources of Municipal Revenue
- Municipal Accounting Basics
- Policy-Making & Implementation

Schedule

FIRST YEAR STUDENTS: Classes begin Sunday, Sept. 16 at 3:00 p.m., in the UA Center for Continuing Education. Classes will continue Monday through Thursday from 8:00 a.m. - 5:30 p.m., and will conclude at noon on Friday.

SECOND & THIRD YEAR STUDENTS: Sunday sessions are optional. Monday through Thursday classes (8:00 a.m. - 5:30 p.m.) and Friday morning classes (8:00 a.m. - 12:00 p.m.) are required.

Participants who arrive Sunday are invited to join a group of their colleagues for dinner at a local restaurant.

Upon receipt of registration, a complete set of information will be forwarded, including a schedule overview, maps, and other pertinent information.

Accommodations

A block of rooms has been reserved at the Fayetteville Cosmopolitan Hotel. The rate for participants is \$79 plus 13% tax. Call (479) 442-5555 by August 10 to make your reservation. This rate will not apply after the cut-off date, so make your call today!

Advanced Academy ~ September 19-20, 2007

The Advanced Academy is open to anyone who has completed the three-year Certification Program and/or has earned Certified Municipal Clerk status. This two-day program allows participants to refresh and expand their knowledge, and to earn points toward Master Municipal Clerk (MMC) status.

Why Should You Attend?

"I was very fortunate to attend the Clerk's Institute. It was a very enlightening and at times an entertaining experience. I look forward to implementing my new systems. I look forward to learning more things to help fine-tune my knowledge, skills and abilities as a municipal clerk [at the next Institute]."

~ Nataki Blocker, City of Little Rock

"My first year of Institute was an incredible experience. I am amazed by the amount of information that was provided in such a short time. The agenda items for this year's class were all things that I deal with in my day to day responsibilities."

~ Donna Jones, City of DeQueen

Registration Form

Name _____ Title _____

Municipality _____

Business Address _____

City _____ State _____ Zip _____

Day Phone _____ Fax _____ E-mail Address _____

Are you a member of IIMC? YES ACCRTA? YES

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

Please check appropriate items:

Certification \$395 After Aug. 25 \$435

Academy \$300 After Aug. 25 \$345

Both Programs \$395 After Aug. 25 \$435 _____ Total Amount Enclosed

Check (payable to the University of Arkansas)

Purchase Order Number _____

Cancellations made before Sept. 7 will receive a full refund. Cancellations made Sept. 10-14 are subject to a \$100 administrative fee. No refunds will be given for cancellations made after Sept. 14.

Three Easy Ways to Register

By Mail Municipal Clerks Institute
U of A Continuing Education
#2 East Center Street
Fayetteville, Arkansas 72701

By Phone (800) 952-1165 or (479) 575-3604
Call from 8:00 a.m. to 4:00 p.m.
Monday-Friday

By Fax (479) 575-7232
Our fax line is open
24 hours.