



39th Annual University of Arkansas Municipal Clerks Institute

Certification Class
September 18 – 23, 2011

“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

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 19 at 3:00pm 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
- 1 lunch

Accommodations

A block of rooms has been reserved at the Fayetteville Cosmopolitan Hotel. The rate is \$95/night + tax for single/double occupancy. Call 479-442-5555 to reserve your room by August 18, 2011. 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. Online registration will be available beginning June 1 at globalcampus.uark.edu.

Questions? Contact:

Kim Jones, Institute Director
University of Arkansas School of Continuing Education & Academic Outreach
800.952.1165
e-mail: kimj@uark.edu

Professional Certification for City Clerks

Certification is not required to serve as a clerk, but is recommended.

Why become certified?

- Shows commitment to your profession
- Lends credibility to the profession as a whole, and you personally

ACCRTA's Certified Arkansas Municipal Clerk (CAMC) Criteria

- Current elected/appointed Clerk, Recorder, Treasurer, Clerk/Treasurer or Recorder/Treasurer – or a deputy of any of these positions
- Current ACCRTA membership
- Two years of ACCRTA membership
- Belief in and practice of ACCRTA Code of Ethics
- 50 Education Points
 - Completion of 3 years of training at an IIMC-recognized Municipal Clerks Institute
 - Associate of Arts or Bachelor degree and 2 years of Institute participation
- 50 Experience Points
 - Administrative experience
 - Professional conferences
 - In-service, business/vocational school, college courses
- New Clerk Orientation attendance
- Sponsor letter (from a current CAMC)

For complete information and application, go to www.accrta.org.

IIMC's Certified Municipal Clerk (CMC) Criteria

- Current elected/appointed Clerk, Recorder, Treasurer, Clerk/Treasurer or Recorder/Treasurer – or a deputy of any of these positions
- Current IIMC membership
- Two years of IIMC membership
- Belief in and practice of IIMC Code of Ethics
- 60 Education Points, gained from:
 - Training at an IIMC-recognized Municipal Clerks Institute
 - Associate of Arts or Bachelor degree
 - Study Abroad course
- 50 Experience Points, gained from:
 - Experience as a full or part-time municipal clerk or deputy
 - Administrative experience in government or business
 - Professional conferences & continuing education
 - In-service, business/vocational school, college courses
- Sponsor letter (from a current IIMC member)

For complete information and application, go to www.iimc.com.