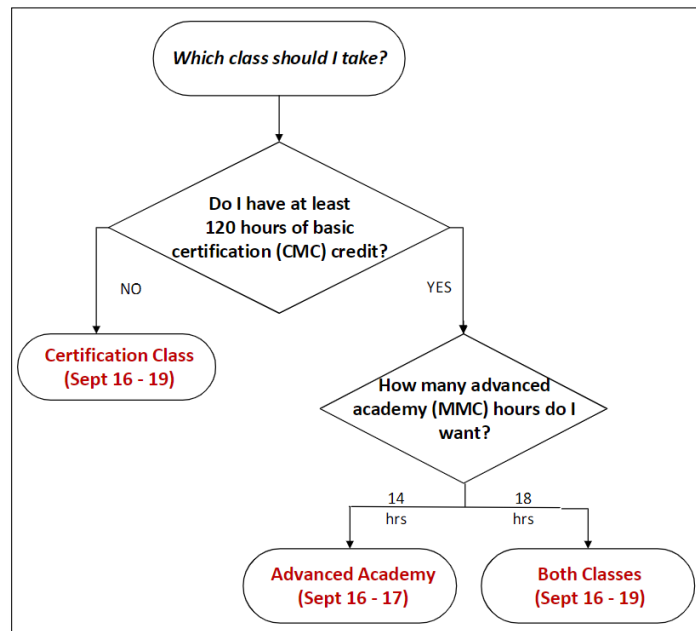




2024 MCI

Arkansas Municipal Clerks Institute Opening doors for Arkansas clerks since 1972.

Dates Sept 16 – 19 (Mon – Thu)
Times 8am – 5:15pm daily
Location North Little Rock, Arkansas Municipal League Campus, 301 N 2nd Street



Certification Class

- Earn up to 40 hours toward your state or IIMC initial certification (CAMC and CMC designations).
- Optional half-hour post-Institute project review session available.
- Registration fee includes 4 lunches, 1 dinner, all materials.
- Bonus! Free application workshop Sunday afternoon! See schedule for details.

Advanced Academy

- Earn 14 hours toward your MMC (Master Municipal Clerk) designation.
- One day will be an Athenian Dialog, so get your copy of the book in plenty of time to finish beforehand.
 - [*When Women Played Hardball*](#) by Susan E. Johnson, facilitated by Dr. Jane Long
 - Used copies are available for as low as \$2.00. If your local library provides “Hoopla” or a similar service, you may be able to get the e-book free.
- Bonus! Free application workshop Sunday afternoon! See schedule for details.
- Choose “Both Classes” option to participate in additional 2 days and earn up to 6 additional MMC hours, plus 10 hours to use in the “experience” section of your MMC application.
- Advanced Academy and Both Classes registration is only available for ACCRTA members.

Fees

Certification Class (Sept 16–19):	\$500 ACCRTA members \$650 non-members
Advanced Academy (Sept 16 –17):	\$250
Both Classes (Sept 16 – 19):	\$500

[REGISTRATION LINK](#)

Agenda Overview (final version provided the week before check-in)

[Sunday, Sept 15 \(Wyndham Hotel, 2 Riverfront Place\)](#)

Travel, settle in, get some certification coaching, get social, have dinner, and rest up for Day One.

When	What
3pm	Check-in to Riverfront Hotel (for overnight participants)
4 – 5pm	CMAC, CMC, MMC Application Workshop <i>Not sure where you stand in the certification process? Want to learn what certification is all about? Overwhelmed by all the things? This drop-in, one-on-one, come-as-you-are session is for you! If you have already earned some points, bring your draft application and documentation. If you're just starting, bring yourself and something to take notes with. Blank copies of the forms and additional materials will be provided.</i>
4:30 – 5:30pm	Institute Check-In (Hotel Lobby) <i>Grab your registration materials and find a dinner group before we get down to business Monday morning.</i> Optional Dinner Groups – on your own

[Monday, Sept 16 – Thursday, Sept 19 \(Arkansas Municipal League, 301 W 2nd St\)](#)

When	What
7:50am	Check-in/Settle in/ Morning Wakeup
8 – 8:50am	Opening Session (Monday Only)
9am – 4pm	Advanced Academy – Monday Only Athenian Dialog* (location tba)
8 – 9:50am	Class 1
10 – 11:50am	Class 2
12 – 12:50pm	Catered Lunch On-site
12:45pm	Group Photos (Monday Only)
1:00-2:50pm	Class 3
3 – 4:50pm	Class 4
5:00 – 5:15pm	Reflection/Mentoring Time
6:30pm	Annual Institute Dinner Event Stay tuned for details...



Lodging Wyndham Riverfront Hotel (2 Riverfront Place, North Little Rock)
group rate \$107/night – available nights of Sept 15 – 18 – cutoff date 8/25/24
call 866-657-4458 or 501-371-9000 or [CLICK HERE](#) for reservations
mention Municipal Clerks Institute to receive group rate
*Special rate includes hot breakfast at Riverfront Steakhouse!

Stay Updated!

1. On the AML CRT List serv - If you're not already signed up, visit [THIS SITE](#)
2. On the ACCRTA Facebook Group – Not a group member? Join at [ACCRTA FB GROUP](#)

Not an ACCRTA Member and want to save \$50 on registration?

Contact Diane Whitbey dwhitbey@nlr.ar.gov to pay your dues now!

Questions? Kim Jones, Institute Director | kimj@uark.edu