

Wisconsin Municipal Clerks Association Annual Professional Education Certificate Program

(Note: Please TYPE or PRINT all information)



Participant Name: _____ Dates: June 1, 20____ to May 31, 20 ____

MUNICIPALITY: _____ Day Phone: () _____

Fax or mail original POSTMARKED NO LATER THAN JUNE 1st

Date(s)	Event/Sponsor	Hours Attended
June:	League - Clerks, Treasurers and Finance Officers Institute	
July:	*UW-GB Clerks/Treasurers Institute	
July:	*UW-GB Clerks/Treasurers Completion Program	
July:	*UW-GB Advanced Education (July UWGB)	
August:	*UW-GB Advanced Education (WMCA Conference)	
August:	*WMCA Annual Conference New Clerk's Class	
August:	*WMCA Annual Conference PEC Wed. Workshop(s)	
August:	*WMCA Annual Conference	
September:	MTAW Fall Conference	
October:	Wisconsin Town's Assn. Annual Conference	
	*WMCA District Meeting	
	*WMCA District Meeting	
	*WMCA District Meeting	
	MTAW District Meeting	
	MTAW District Meeting	
April:	*UW-GB Advanced Education (MTAW Conference)	
April:	MTAW Spring Conference	
May:	IIMC Annual Conference	

***You must send a copy of the affidavit or certificate of completion for (*)asterisked items.
You must send an agenda showing the number of hours for all other items.***

Sample Certificate Hour Award Guide

- *WMCA Annual Conference -----13 certificate hours
- *WMCA District Meetings----- 4 certificate hours (minimum)
- IIMC Conference-----17 certificate hours or actual hours
- All others -----actual hours attended – send in
Affidavit, certificate of completion or agenda.

Note: The certificate hour award guide will be reviewed by the PEC as needed.

