

2024 Municipal Clerks Advanced Academy (MCAA) September 19-20, 2024

First: MI: Last:
City of: Title/Position:
Email:
Address:
City: State: Zip:
Work Phone: Birth Date (MM/DD/YYYY)
Any dietary restrictions and/or food allergies or physical challenges which should be addressed prior to your arrival?

Registration Fees: *(Registration closes September 5, 2024)*

\$325.00 Early Bird received/postmarked by September 5, 2024
\$25.00 Late Registration Fee if received/postmarked after September 5, 2024

Cancellation Policy:

- A refund, minus a \$30.00 processing fee will be granted if you cancel by September 5, 2024
- No refunds will be given for any cancellations received after September 5, 2024.

I have received a MCFOA Grant in the amount of \$ Total amount due: \$

Payment Information:

Check or Money Order in the amount of \$ *Make Checks out to St. Cloud State University*

Please bill my employer, reference Purchase Order Number:

ACADEMY MCFOA BOARD POLICY

The Advanced Academy consists of a 1 ½ day, 12 hour curriculum of programming. Each participant is eligible to receive a maximum of 6 education points with a completed learning assessment and a passing score of 70% or greater. **ALL CURRICULUM HOURS ARE MANDATORY.** There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a “makeup assignment” that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). **PARTICIPANTS WHO FAIL TO COMPLY WITH ATTENDANCE AND PUNCTUALITY REQUIREMENTS WILL NOT RECEIVE A CERTIFICATE OF COMPLETION.**

I have read and understand the MCFOA Board Policy.

I understand that participants in the MCAA should have completed the Institute first or have their MCMC and/or CMC designation. I have received my MCMC and/or CMC or completed the Institute. Registrants are also advised to wait until after they receive their MCMC and/or CMC designation to register for an Academy, if they want to use Academy education points towards advanced certification.

I agree Year of Institute: Year received MCMC/CMC: (enter N/A if not received)

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355 5th Ave S
Attn: Roxann Neu
St. Cloud, MN 56301

Email: pace@stcloudstate.edu
Phone: 320-308-4962

