

CCAC Tracking Form

Educational Hours Earned Toward IIMC Certification

Name: _____

<u>Name of Program</u>	<u>Date(s)</u>	<u>Number of Hours</u>			<u>Total Hours</u>		
		A	B	C	A	B	C

- A Courses – Public Administration
- B Courses – Interpersonal/Communication
- C Courses – Electives (either A or B)

I certify that I have completed the courses as outlined above:

Signature _____

Mentor

Institute Director

Eligible Programs:

<u>Name of Program</u>	<u>Number of Hours</u>
LTC	40-44 hours per 1-week session
TTC	27 hours per 3.5-day session
CCAC Annual Conference	13.5 hours per conference
New Law and Election Conference	13.5 hours per conference
Nuts & Bolts	12 hours per 2-day session
San Joaquin Delta Community College Municipal Clerk Courses	1 point per 6 or more hours in one day – maximum 15 points
Other Community College & University Courses, as approved	1 point per credit hour – maximum 24 points
American Management Assn. Courses	1 point per 6-hours of in class contact
CACEO Elections Workshop @ Stanford	1 point per 6-hours of in class contact