

# Technical Training for Clerks

#102: Municipal Clerk Profession/#103: Management Skills/  
#106: Ethics and Personal Values  
January 13/20/27, 2021

Name:

Agency:

Title:

Mailing Address:

City/Zip Code:

Work Phone:

Email:

Cell Phone:

Home Phone:

---

Send complete\* registration form to Maureen Kane at:

[TTCwithKane@aol.com](mailto:TTCwithKane@aol.com)

\*All information is required including cell and/or home phone numbers. Information is for TTC purposes only and will not be released to IIMC, CCAC, UCR or other agencies.

A PayPal **invoice for \$225** will be emailed when completed registration form is received. **Payment of invoice indicates acceptance of TTC policies.** Registration is completed when payment and registration form are received. **Confirmation and Zoom information will be sent upon registration finalization.**

**Registration Deadline: January 7 or when class capacity is reached.**

Additional sessions may be scheduled if registration interest necessitates. No refunds will be issued. **Attendance at all 3 class dates and group work are required to receive credit.**  
**No partial credit or make-up hours.**

---

My goal is to complete Series 100

Yes \_\_\_\_\_ No \_\_\_\_\_

I completed #101 in August

Yes \_\_\_\_\_ No \_\_\_\_\_

I completed #107 in September

Yes \_\_\_\_\_ No \_\_\_\_\_

I am registered for #104/#105 in October

Yes \_\_\_\_\_ No \_\_\_\_\_

I am eligible to graduate from TTC when this session is completed Yes \_\_\_\_\_

Series 100 is a 30 hour curriculum with 7 classes. Courses may be taken in any order. This is a 9 hour session. Completion verification of the 9 hours is issued when all requirements are met.

For Information contact: Maureen Kane at Maureen Kane & Associates, Inc.

PO Box 52355

Riverside CA 92517

(951) 789-8319