

With current California policies and travel restrictions, Technical Training for Clerks has cancelled on-site coursework and is temporarily offered via Zoom.

TTC consists of 4 unique “Series” of 30 hours each, for a total of 120 hours. TTC completion satisfies both the IIMC educational hour requirement for a Certified Municipal Clerk credential and the optional units for the California Professional Municipal Clerk certificate offered by University of California Riverside Extension.

Virtual TTC fees are \$25 per hour.

Classes are held Wednesday mornings from 9:00 to Noon.

Series 100 is currently being offered. You must complete **all 7 classes** in the Series 100 curriculum to receive a Series completion letter. Classes offered in August, September and October will be offered a second time if demand exists:

#101: Local Government Overview (3 hours) August 2020

#107: Clerk’s Role in Emergency and Crisis Management (9 hours)
September 2020

#104: Influencing Others **and #105:** Communication Skills (9 hours)
October 2020 Registration closed due to class capacity reached.

#102: Municipal Clerk Profession/ **#103:** Management Skills/ **#106:** Ethics and Personal Values (9 hours) **January 13, 20, 27, 2021** Fee: \$225

Registration is only open to individuals who have attended at least one of the previous Series 100 classes in August, September and/or October. This session will not be offered a second time.

Full attendance, Zoom audio/video ability and a location free from distraction or interruption is required. There is no provision for partial credit or make-up for missed hours. No refunds are given for cancellations.

Registration is on a first-come basis. Registration closes when class capacity is reached. Invoice and registration fee payment is via PayPal. Zoom invitation is sent when registration is completed and fees are paid.

Registration for UCR units toward the optional CPMC certificate is available upon completion of an entire TTC Series. You must complete the series to register.

Series 200 is scheduled in March 2021. We will evaluate plans as circumstances allow. This gives us a window to complete the Series 100 content of 30 hours.

Maureen Kane
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