

2023 Municipal Clerks Advanced Academy (MCAA)

September 14-15, 2023

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 August 31, 2023)*

\$275.00 Early Bird received/postmarked by August 24, 2023
\$295.00 Regular registration received/postmarked after August 24, 2023
\$25.00 Late Registration Fee if received/postmarked after August 31, 2023

Cancellation Policy: A refund, minus a \$30.00 processing fee will be granted if you cancel by August 31, 2023. If you cancel after this date, you will not be eligible for a refund. The University reserves the right to cancel the Academy if necessary, in which case a full refund will be issued.

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. **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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St. Cloud, MN 56301

Email: register@scsutraining.com
Phone: 320-308-4962

