

**University of California  
Riverside Extension  
1200 University Avenue  
Riverside, CA 92507**

As co-sponsor and host of the TTC program, UCR Extension is part of the 10-campus University of California system and the world's largest and most renowned centers of higher education. UCR provides classroom and double occupancy housing in one building. Each room provides a private bathroom, TV, and free local phone services.



**TTC**  
**Technical Training  
for Clerks**  
c/o Maureen Kane  
P.O. Box 52355  
Riverside, CA 92517

**Conveniently Located**

Ontario (airport)	25 min.
Los Angeles	60 min.
San Diego	90 min.
Palm Springs	45 min.
San Francisco	7 hrs.
Las Vegas	4 hrs.

  

• Sacramento	<b>Southland Recreation</b>
• San Francisco	Disneyland 55 min.
	Universal Studios 65 min.
	Knotts Berry Farm 45 min.
	Mountains 40 min.
	Beaches 55 min.

  

**Riverside**

Los Angeles • Palm Springs  
Newport Beach • San Diego



Endorsed by CCAC  
Board of Directors

# Technical Training for Clerks

**Series 100**  
**March 12-15, 2019**



University of California Riverside Extension  
1200 University Avenue • Riverside, CA 92507

## Welcome from Maureen Kane, TTC Institute Director



Maureen Kane has served as TTC Institute Director since the program was developed in 2002. She is the instructor of record at the University of California Riverside. Maureen was honored to receive the 2013 IIMC Institute Director Award of Excellence in recognition of her contributions to the educational needs of Municipal Clerks and the advancement of the profession. Her focus on personal and professional development has created a “living program” which includes emerging topics and latest skill training.

With a diverse background in municipal and non-profit organizations, Maureen is a frequent trainer and speaker. She is a current and founding board member of the California Ethics and Democracy Project. Maureen served as the Mayor’s Chief of Staff in the City of Riverside until May 2015 and was elected to the Riverside City Council from 1993 to 2002. She served as a Board Consultant to the California Air Resources Board from 2004 to 2012.

Her past affiliations include: Member of the National League of Cities Finance, Administration and Intergovernmental Relations Committee, Chair of the League of California Cities Revenue and Taxation Committee, Executive Director of Continuing Education for Public Officials, President of the California Association of Leadership Programs. She has served as the Board President of a number of non-profit organizations and continues to serve on boards focused on community assets and leadership training. Maureen is a licensed California registered nurse.

For information contact  
Maureen Kane

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**Maureen Kane & Associates, Inc.**  
**P.O. Box 52355**  
**Riverside, CA 92517**

**CCAC Scholarship and Mentor Information**  
**CCAC Professional Development Director**  
**Shawna Freels, MMC**  
**City Clerk of the City of Gilroy**  
**Shawna.freels@cityofgilroy.org**

The program begins **Tuesday morning, March 12th at 9:00** and concludes **Friday, March 15th at 3:30**. Participants earn 30 hours of IIMC course credit (15 points) toward the CMC and COB credential. **Attendance at all sessions is required for course completion credit. There is no provision for partial credit or “make-up” assignments.**

Program Fee: \$1600  
\$50 CCAC member discount

Registration Deadline: March 1st  
Note – Registration will close earlier if class capacity is reached.

**CCAC members who take advantage of the discount opportunity are eligible for a total fee of \$1550!**

Fee includes program fees, supplies, parking, Tuesday evening reception, Thursday evening banquet and daily breakfast and lunch.

### TTC Series 100 Schedule\*

101	Local Government Overview
102	Municipal Clerk Profession
103	Management Skills
104	Influencing Others
105	Communication Skills
106	Ethics and Personal Values
107	The Clerk’s Role in Emergency Crisis Management

Participants are responsible for their own housing accommodations. There are a number of hotel facilities within a short distance from the education building.

Optional: 3 units of UCR Extension credit are available for an additional fee of \$150 paid directly to Regents UC. This fee is payable after arrival at UCR and completion of all TTC registration.

**Cancellation Policy:** No refunds if cancellation is received 2 weeks or less prior to the session. Administrative fee of \$150 for all cancellations received more than 2 weeks prior to conference date.

**Technical Training for Clerks is a professional development program focusing on basic clerk duties, current trends, issues and challenges. The goal of the program is to increase technical skills and to enhance personal and professional growth.**

The TTC program is comprised of four unique sessions offering a variety of courses that adhere to the International Institute of Municipal Clerks core curriculum. **The four TTC Series may be taken in any order.**

**A completion letter is issued for each 30 hour series. After completion of all 4 series a certificate of graduation from the TTC Program is presented from TTC, CCAC and UCR.**

**There is also an option to receive an additional certificate from UCR Extension for additional fees and course work upon graduation from the program. The California Professional Municipal Clerk certificate is available to those who enroll and complete the 12 UCR units required. Enrollment in the UCR certificate program is only open to TTC participants.**

The program is held at the University of California Riverside Extension Center and is an affiliate of the League of California Cities. Our trainers are professional clerks, university instructors and municipal government professionals.

### 2019 Dates:

Series 400 June 18–21, 2019  
Series 200 September 10–13, 2019

**TTC is recognized by the City Clerks Association of California (CCAC) and the California Clerk of the Board of Supervisors Association (CCBSA) as an official training program leading to the professional accreditation of Certified Municipal Clerk (CMC) and Certified Clerk of the Board (CCB).**



**Please indicate where you will be staying:**

- Comfort Inn**.....1590 University Avenue .....(951) 683-6000
- Dynasty Suites**.....3735 Iowa Avenue .....(951) 369-8200
- Courtyard by Marriott** ....1510 University Avenue.....(951) 276-1200
- Mission Inn**.....3649 Mission Inn Avenue.....(951) 784-0300
- UCR Extension Center**....1200 University Avenue.....rToyoda@ucx.ucr.edu
- I will be commuting daily.
- Other location: \_\_\_\_\_

Please indicate any dietary or special needs:

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**Participants are eligible to graduate from the TTC program after completing all 4 TTC Series:**

I am eligible to graduate at this session

Name for Certificate: \_\_\_\_\_

This is my

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ TTC series

Indicate the dates of each TTC series you have completed:

Series 100 \_\_\_\_\_ Series 300 \_\_\_\_\_  
Series 200 \_\_\_\_\_ Series 400 \_\_\_\_\_

\* Participants are eligible to receive an optional California Professional Municipal Clerks certificate (CPMC) from UCR after completing all 4 TTC Series and registering for the 12 UCR units associated with TTC.

I am eligible for the CPMC certificate\* at this session.

I was a TTC participant prior to September 2016 and need to complete additional UCR Extension units to earn 12 units.

I was a TTC participant prior to September 2016 and have completed the required additional units.

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All TTC participants are assigned a CCAC Mentor to assist them in planning for their CMC application. If this is your first TTC series, you will receive a Mentor at the session.

CCAC Mentor's Name: \_\_\_\_\_

I do not currently have a Mentor

I would like to be assigned a different Mentor