

**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.

Southland Recreation	
Disneyland	55 min.
Universal Studios	65 min.
Knotts Berry Farm	45 min.
Mountains	40 min.
Beaches	55 min.

• Sacramento
• San Francisco
Riverside
Los Angeles • • Palm Springs
Newport Beach
• San Diego



Endorsed by CCAC
Board of Directors

Technical Training for Clerks

Series 200
September 10-13, 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

Phone: (951) 789-8319
Email: TTCwithKane@aol.com

Mailing address
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, September 10th at 8:00** and concludes **Friday, September 13th 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 closes when class capacity is reached. Final deadline is August 29th if seats are available.

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 200 Schedule

- 201 Origins and Formation of Social and Political Systems
- 202 Election Law and Procedures
- 203 Local Government Finance
- 204 TBD
- 205 Technology in the Clerk’s Office
- 206 Team/Group Decision Making
- 207 Communication Skills
- 208 Organizational Values and Ethics
- 209 The Clerk as a Professional

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.

Future Dates:

Series 300	March 10–13, 2020
Series 400	June 16–19, 2020
Series 100	September 15–18, 2020

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).

NAME:	
AGENCY:	
TITLE:	
ADDRESS:	
CITY/ZIP CODE:	
WORK PHONE:	HOME PHONE:
CELL PHONE:	E-MAIL:

Registration Form must be filled out in full (both sides of this form) and payment received to complete registration. There is no pre-registration list or holding of seats. Email confirmation of completed registration will be sent when received.

Conference Fee: \$1600 Payment by check only

\$50 CCAC Member Discount

_____ I am a current member in CCAC

Amount Enclosed: _____

Fee includes: tuition, supplies, parking, reception, Thursday dinner, daily breakfast, lunch.

Scholarship recipients: Pay full amount due. You will be reimbursed directly upon session completion.

**Registration closes when class capacity is reached.
Final deadline is Thursday, August 29th.**

Note: Registration may close earlier if class capacity is reached.

**Checks payable to: MAUREEN KANE & ASSOCIATES, INC.
 P.O. BOX 52355 • RIVERSIDE, CA 92517**

**Optional: 3 units of UC Extension is available for a fee of \$150 payable to Regents UC.
Do not mail UCR fee with TTC registration. Payment cannot be processed
until the TTC session begins and your registration is confirmed.**

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 the session.

**For Information contact Maureen Kane:
(951) 789-8319
TTCwithKane@aol.com**

Indicate where you have made reservations:

- I will commute daily.
- UCR Extension Center**....Contact Rika: RToyoda@ucx.ucr.edu
- Courtyard by Marriott**1510 University Avenue.....3 blocks from UCR
- Mission Inn/Downtown**
- Hyatt Place Riverside /Downtown**
- Marriott Riverside /Downtown**
- Other locations or arrangements: _____

Please indicate any dietary or special needs:

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.

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