

# **International Institute of Municipal Clerks**

## **Point Award Criteria Sample Form and Template**

### **Criteria Award Form for Certification and Academy Programs**

Requirements for pre-approval for IIMC educational points or hours for all programs include:

1. The educational points or hours are only awarded to those courses, seminars, symposia, conferences, and similar programs that result in educational and scholarly exercises and experiences.
2. At a minimum, they shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. Evidence of the appropriateness of the credentials or expertise must be presented in the form of a brief bio.
3. A set of objectives must be determined prior to the start of the event, a set of outcomes must be determined in accordance with those objectives, and a method of outcomes assessment (e.g., test, essay, practicum, etc.) must be used and documented.
4. Teaching methods must be explained.
5. A list of reading materials that will be used in the course should be attached to the letter of request for pre-approval.
6. To be eligible for IIMC educational points, all programs and supporting materials shall be submitted to the Director of Education and Research for his/her review and approval at least one month prior to the start of the program.
7. Product demonstrations, marketing seminars, visits to buildings, political offices and establishments, historical sites, museums and the like earn no educational points.

#### **EXPLANATION (Items 3 and 4 above)**

Course objectives: Write one or two paragraphs describing the overall objectives of the course.

Course outcomes: Indicate how learning will utilize, apply, exhibit or demonstrate knowledge/understanding and/or skills, and/or attitudes acquired.

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7. Program Instructor(s) and contact Information:

XXXX  
XXXX

8. The Presenter/Instructor must be sufficiently experienced and educated. Please attach a resume for your instructor or describe how his/her experience will relate to the work of the clerks

See attached bio.

9. Please describe the instructional strategies and methods that will be used by the Instructor during this session:

This will be an interactive workshop, drawing upon the experience and knowledge of the participants. It will foster an exchange of ideas and techniques, within the context of the topic. Participants will have the opportunity to interact with a large variety of others, new information will be introduced, and learning and insight will be experiential and relevant. No reading materials will be distributed.

10. Include a course description that shows sufficient breadth and depth of the topic.

This course will explore the relevant variables of communication, group dynamics, conflict resolution, and teambuilding, all within the context of the municipal political environment. Drawing upon relevant case studies, participants will consider techniques, concepts and practices designed to enhance the experience of working effectively with newly elected and re-elected council members, both as first time and continuing officials.

11. Include course objectives

To provide the student, in the context of working effectively with elected municipal officials, enhanced communication skills; expanded "tools" for effective outcomes; increased understanding of the political environment; strengthened network for collaborating with colleagues; and a robust understanding of and techniques for building team among elected officials.

12. Include course outcomes

Upon successful completion of this course, the student will be able to communicate more effectively, among and between their counterparts and with newly elected and re-elected council members. Participants will have

an augmented tool box of techniques and resources for enhanced success.

13. Explain course outcomes assessment method(s)

Student participation is expected and intermediate assessments are held during the session to gauge registrant understanding of the course content. An essay describing at least three new ideas, techniques, etc. learned and how the new knowledge will be applied to the student's work in the City Clerk field will be required prior to issuance of a Certificate of Completion.

14. Explain the teaching evaluation process and attach the evaluation form you intend to use

See attached sample evaluation form. Evaluations will be gathered from every attendee and will be reviewed and analyzed to determine how the XXXX (Association or Institute) can improve and present the best and most valuable educational opportunities possible to its membership.

15. The sponsoring organization is responsible for recommending the points to be awarded. That recommendation will be reviewed by IIMC and if approved, a total of 3 MMC points or 1 CMC point will be given for a 6-hour program. Please recommend the number of hours/points

.X points CMC/MMC; X hours recertification

16. At least three (6) hours of education content is required. Please describe the hours and date your program will be delivered:

The program will last a full 3 hours, from 9:00 a.m. – Noon on Friday, January 19, 2007, in City, State

17. Course administration (registration, environment, materials) should be adequate (please describe your registration procedures and how you will track attendance at the course).

The XXXX (Association or Institute) will compile a database of those who register for this workshop. A sign-in sheet will be passed around to those present to make certain everyone who registered has signed in. The workshop will be held in City, State, at Address. The meeting room has two 50-inch plasma televisions, a drop down screen, LCD projector, a separate entrance (featuring the original copper and art deco glass doors),



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18. A Certificate of attendance with specific hours of instruction should be issued (describe how you will track attendance and give certificates to participants). The roster of participants should be submitted to IIMC.