



Registration is open for the Northwest Clerks Institute Virtual Summer Professional Development Program in June 2021. Here are the most commonly asked questions when registering. It is my hope the **Q&A** below will help you registering.

**Q:** Will PD I, PD II, PD III and PD IV be held in-person or virtually?

**A:** PD I, PD II, PD III and PD IV will be held **virtually** in 2021 to meet your ongoing educational and certification needs, while staying safe and healthy as we continue to work with COVID-19 restrictions.

**Q:** What is the registration fee?

**A:** PD I, PD II, PD III are individual programs with a registration fee of \$475 each. The PD IV registration fee is \$375.

**Q:** How many CMC (Certified Municipal Clerk) education points will I earn toward certification?

**A:** PD I, PD II and PD III will each provide 24-hours of course content and upon successful completion of a learning assessment, participants can earn 12 CMC-level education points per program.

**Q:** If I attended NCI Virtual Professional Development Series (PDS) courses between October 2020 and January 2021, what PD Program do I register for in June 2021?

**A:** With the exception of PD I, no courses from the 2020 Virtual PDS will repeat in June 2021. If you were on track to attend PD I, PD II, PD III or PD IV in June 2020 prior to cancellation, you should register for that particular program in June 2021.

“Jurassic Parliament” and “Effective Business Writing” were offered as part of the Virtual PDS in October 2020. Those courses will repeat in June 2021 as part of the curriculum. While a participant cannot earn education points for a repeated course, the value of the course content cannot be overstated.

**Q:** How many MMC (Master Municipal Clerk) education points will I earn toward certification in PD IV?

**A:** PD IV will provide 12-hours of course content and upon successful completion of a learning assessment, participants can earn 6 MMC-level education points.

**Q:** Can PD IV education points be used toward my CMC?

**A:** Yes. Although PD IV is geared toward the MMC candidate, and the courses are required to be at a more advanced and rigorous level, the education points earned at PD IV can be used toward a CMC designation.

Side note: Education points earned through PD I, PD II and PD III can only be used toward the CMC designation.

**Q:** Can I register for more than one PD program in June?

**A:** It is strongly recommended participants register for one PD Program at a time. The recommendation is the same for the in-person program. PD I, PD II and PD III, will each deliver 6 courses (24-hours) broken up into three consecutive days over two consecutive weeks. PD IV will deliver its course content of 12-hours, broken up into three consecutive days.

This format allows the trainers and the participants to maximize learning and avoid “virtual-learning” fatigue. It also allows the participant to scheduled uninterrupted time for learning around existing workloads.

Attending, retaining and putting into practice the information and knowledge gained from one PD can be challenging. Compounding that by attending multiple programs may not be the best use of your time and/or your training budget.

Another benefit of attending one PD at a time, is the learning community that develops as participants become familiar with one another. Going through PD as a group creates networking opportunities and resources that can last an entire career.

**Q:** What platform will be used for Virtual PD?

**A:** We will be using Zoom.

**Q:** What are the requirements for attending Virtual PD?

**A:** Participants must have audio and video/camera capability and must remain on camera throughout each session to allow for full participation.

**Q:** Do I have to attend all of the sessions offered at each PD?

**A:** Yes. Participants must attend the entire program as scheduled in order to earn a certification of completion. This is the same for PD held in-person.

**Q:** Will there be pre-work or homework assignments?

**A:** It is possible a course may require pre-work preparation or follow-up. This will vary with each course. Course instructions and materials will be provided for each PD.

**Q:** How do I receive a certificate of completion for PD?

**A:** At the completion of each PD, participants will be required to complete a Learning Assessment. Instructions will be reviewed via Zoom as part of the program. The Learning Assessment is reviewed by the Institute Director. A certificate of completion will be sent via email upon successful completion of the Learning Assessment.

**Q:** How can I learn more about becoming a Certified Municipal Clerk (CMC) or a Master Municipal Clerk (MMC)?

**A:** A good place to start is the International Institute of Municipal Clerk website at [www.IIMC.com](http://www.IIMC.com). Once there, search for Certification. You will find step-by-step guides and You Tube video links that will answer many of your questions. If you're not a member of IIMC, join today! It is a requirement of certification.

Become familiar with certification requirements and ask questions of your State Association and your Institute Director, Joann Tilton.

Go to <https://www.nwclerks.org/VirtualPD2021> and click on the **Register Now** button. Space will be limited and will be secured on a first registered-first paid basis.