



OKLAHOMA MUNICIPAL LEAGUE, INC.

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TO: All Clerks, Treasurers and Finance Officers
FROM: Sue Ann Nicely, General Counsel, Oklahoma Municipal League (OML)
SUBJECT: **MC&T State Certification Renewal Notice Year 2016 - 2017**
DATE: June 2016

In January 1994, the State Department of Vo-Tech, now The Oklahoma Department of Career and Technology Education, contracted with the Oklahoma Municipal League (OML) to administer training for the Municipal Clerks and Treasurers Training Division. OML coordinates regional training sessions in compliance with state certification requirements in accordance with Title 11, Section 52-103 of the Oklahoma Statutes.

Handbook: The MC&T Advisory Committee cooperates with OML to update the *Handbook for Oklahoma Municipal Clerks, Treasurers and Finance Officers* for training and reference purposes. The *Handbook* is updated yearly to include legislative amendments and new laws that impact your job responsibilities. The MC&T training sessions teach you to utilize the *Handbook* as a reference manual. Speakers discuss key concepts to assist you to efficiently manage your responsibilities and effectively deal with the public. The certification you will achieve includes a handbook, one free training session and receipt of your Completion Certificate.

Completion Certificate: OML will issue your certificate as proof of compliance training and furnish your name to the State Department of CareerTech for their records at the close of the fiscal year. Your name will be published in the *Oklahoma Municipal League Executive Directors Update* and the *OML Website* under the *MC&T* page.

Application and Registration: Your MC&T application and invoice are enclosed for the certification year 2016-2017. The year commences July 1 and closes June 30. Please make your check payable to Oklahoma Municipal League, Inc and send to OML by September 30, 2016.

If you have questions, please contact Kelly Danner, OML Staff Liaison to the MC&T Advisory Committee, at (800) 324-6651 or 528-7515 locally.