



Oklahoma Municipal League, Inc.
201 N.E. 23rd Street
Oklahoma City, OK 73105

TO: All Clerks, Treasurers and Finance Officers
FROM: Sarah Lingenfelter, OML Staff Liaison; MC&T Advisory Committee
SUBJECT: **MC&T State Certification Renewal Notice Year 2023-2024**

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 how 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, free training sessions and receipt of your Completion Certificate. Bring your *Handbook* to the training sessions.

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. Please note, certificates are mailed at the close of the fiscal year in July.

Application and Registration: To reduce the use of paper, we are asking members to complete application and registration online. The year commences July 1 and closes June 30. You can pay for your membership online or choose to be invoiced. If paying by check, please make your check payable to Oklahoma Municipal League, Inc. **Please note: ALL membership payments must be made within the same fiscal year of registration and must be received no later than June 30 of each year.**

If you have questions, please contact Sarah Lingenfelter, OML Staff Liaison to the MC&T Advisory Committee, at (800) 324-6651 or (405) 528-7515 or via email: sarah@oml.org .