

SC Municipal Finance Officers, Clerks and Treasurers Association

1411 Gervais Street | PO Box 12109 | Columbia, South Carolina 29211
803.799.9574

CERTIFICATE OF ATTENDANCE FOR IIMC AND APT CERTIFICATIONS

Sponsor: SC Municipal Finance Officers, Clerks and Treasurers Association

Program Name: 2025 MFOCTA Spring Academy

Date and Time: April 10, 2025 – 9:00 a.m. to 4:30 p.m.

Location: Cooperative Conference Center, Columbia, SC

SPONSOR INFORMATION

Sponsor Representative:

Susan Walters

Susan Walters
Municipal Association of SC

Sponsor Representative, Signature

TO BE COMPLETED BY ATTENDEE

By signing below, I certify that I attended the activity described above and completed a Knowledge Transfer Questionnaire for each session. I am entitled to claim a total of

____ **CMC/MMC*** educational hours as determined by the International Institute of Municipal Clerks. IIMC awards one educational point for every four hours of class time. (Use the Points Tracking sheet to determine points)

By signing below, I certify that I attended the activity described above. I am entitled to claim a total of _____ **APT*** points. If I am seeking APT credit, I will turn in the proper paperwork to the appropriate organization.

***Should you either arrive late or leave any session early, your credit hours MUST be adjusted accordingly.**

Name (print)

Signature and Date

Job Title

Organization

IIMC CERTIFICATION

I have verified that all requirements to receive IIMC certification credits have been met.

Kendra B. Stewart, Ph.D.
Joseph P. Riley, Jr. Center for Livable Communities
College of Charleston

Date

2025 MFOCTA Spring Academy

Thursday, April 10, 2025

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 9:15 – 10:00 a.m. Legislative Update and Business License Class Schedule Update
<i>CPFA: 0.375 CMC/MMC: 0.75 hours</i>
<i>Casey Fields, Director of Advocacy, Municipal Association of SC</i>
<i>Kaylee Summerton, Revenue Analyst, Municipal Association of SC</i> |
| <input type="checkbox"/> | 10:15 – 11:00 a.m. SC Freedom of Information Requests
<i>CPFA: 0.375 CMC/MMC: 0.75 hours</i>
<i>Eric Shytle, General Counsel, Municipal Association of SC</i> |
| <input type="checkbox"/> | 11:15 a.m. – 12:15 p.m. Records Management in SC
<i>CPFA: 0.5/ CMC/MMC: 1 hour</i>
<i>Chris Condon, Local Records Analyst, SC Department of Archives and History</i> |
| <input type="checkbox"/> | 1:15 – 2:15 p.m. *Breakout Session – Let’s Change Together – 10 Best Practices to Reduce Financial Risk <i>CPFA: 0.5 CMC/MMC: 1 hour</i>
<i>Larry Finney, Partner, Greene Finney Cauley, LLP</i> |
| <input type="checkbox"/> | 1:15 – 2:15 p.m. *Breakout Session – AI for Beginners: Unlocking the Power of AI Tools <i>CPFA: 0.5 CMC/MMC: 1 hour</i>
<i>Urica Floyd, Staff Associate for Training and Learning Solutions, Municipal Association</i> |
| <input type="checkbox"/> | 2:30 – 4:30 p.m. Beauty Will Save Us <i>CPFA: 1 CMC/MMC: 2 hours</i>
<i>Morgan Lee, Chief Learning Leader, Leading Up, LLC</i> |

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- | | |
|--------------------------|--|
| <input type="checkbox"/> | Total hours claimed. Enter the total on the Proof of Attendance Sheet.
CMC/MMC maximum hours to claim – 5.5 CMC/MMC and maximum points to claim – 1.4
CPFA maximum points to claim – 2.75 |
|--------------------------|--|

For IIMC Certification, **complete a Knowledge Transfer Questionnaire** for each session you are seeking credit. Send this completed form and each completed KTQ to Susan Walters at swalters@masc.sc by May 12. KTQ forms will not be accepted after May 12.