

## **Frequently Asked Questions**

### **MiniMPA<sup>sm</sup> and the MMC or CMC Designation**

#### **What is the MiniMPA<sup>sm</sup> program?**

The MiniMPA<sup>sm</sup> program through the Hugo Wall School of Urban and Public Affairs is an executive development program in public administration in a 16-week format. Participants meet on Friday mornings from 7:45 a.m. to 10:45 a.m. in September, October, November of 2007, and February and March of 2008. In addition to assigned readings, city clerks must complete at least three writing assignments. The first session starts September 14, 2007.

Managers in public and nonprofit organizations, specialists seeking more exposure to public administration, and experienced managers seeking a refresher in the latest concepts in public administration are eligible to enroll. The fee is \$800 per person and includes course materials, parking and a continental breakfast at each of the 16 sessions. Participants can also take the course for academic credit (undergraduate or graduate) at an additional cost based on Wichita State University tuition and fees. Upon completion of the program, participants will receive a framed MiniMPA<sup>sm</sup> certificate.

The electronic brochure is currently listed on the Hugo Wall School's website: [hws.wichita.edu](http://hws.wichita.edu). Click on Center for Urban Studies, and then click on MiniMPA<sup>sm</sup>.

#### **How do I enroll?**

The enrollment process is easy. Contact the Center for Urban Studies, 316.978.6540, for a registration form. Complete the form and mail (or fax) with payment to:

Hugo Wall School of Urban and Public Affairs  
Wichita State University  
1845 Fairmount  
Wichita, Kansas 67260-0155

Fax: 316.978.6533

Your registration form must be accompanied by a letter of support from your supervisor, city administrator, or manager. The letter must state that you will be enrolling for the MiniMPA<sup>sm</sup> program to earn Education points for the Master Municipal Clerk (MMC) designation or to earn Experience points for the Certified Municipal Clerk (CMC) designation. Failure to notify the Center will result in no Education or Experience points awarded towards fulfillment of the requirements for the MMC or CMC designation.

**How soon can I enroll and work towards fulfillment of the requirements for the MMC or CMC designation?**

You can enroll immediately for the upcoming academic year, 2007-2008. The first session of the MiniMPA<sup>sm</sup> program starts September 14, 2007.

**I have completed the MiniMPA<sup>sm</sup> program before the 2007-2008 academic year. Does this mean that I earned points towards the MMC or CMC designation?**

The answer to this question is, unfortunately, no. The IIMC approved the MiniMPA<sup>sm</sup> program for the 2007-2008 academic year and not past academic years. Awarding Education or Experience points for program completion in past academic years cannot be done retroactively.

**Should I take the MiniMPA<sup>sm</sup> to earn points towards my MMC or CMC designation?**

Since you can only apply the points once towards one designation, it is recommended enrolling in the MiniMPA<sup>sm</sup> program to earn Education points towards the MMC designation. Not only is the MiniMPA<sup>sm</sup> program taught at an advanced educational level, but educational options for the MMC designation are more limited than those for the CMC designation.

**Does the MiniMPA<sup>sm</sup> program apply towards CMC Recertification requirements?**

The CMC Recertification program consists of four years (total of 20 points or 40 contact hours) of IIMC approved coursework at the university level. As the IIMC approved the 2007-2008 MiniMPA<sup>sm</sup> program, the answer to this question is yes.

Remember that CMC holders who actively and consistently are pursuing an MMC designation and earn 12 or more points per year may retain their CMC designation without having to recertify, otherwise, you must recertify in a timely manner.