The Municipal Training Institute is a continuing education program designed for, and open to, both elected and appointed city officials. The program offers courses in cities across the state. Full program details can be found online at www.lkm.org/MTI.

Level 1: Education

Level 1 focuses on education and the basics of city government. Courses are designed to develop and enrich expertise in fundamental areas of local governance. Level 1 of the Municipal Training Institute requires 40 credits. Participants must complete 26 credits of core courses and 14 credits in elective courses.

CORE COURSES (26 credits needed)

☐ Governing Body Institute OR Leadership Summit .......5 Credits............Date/Location
☐ League Annual Conference ........................................5 Credits............Date/Location
☐ Municipal Finance/Budgeting ....................................4 Credits............Date/Location
☐ Personnel Management .............................................4 Credits............Date/Location
☐ KOMA/KORA .........................................................4 Credits............Date/Location
☐ Ethics & Civility * ......................................................4 Credits............Date/Location

ELECTIVE COURSES (14 credits needed)

☐ ___________________________________ ______ Credits ............Date/Location
☐ ___________________________________ ______ Credits ............Date/Location
☐ ___________________________________ ______ Credits ............Date/Location
☐ ___________________________________ ______ Credits ............Date/Location
☐ ___________________________________ ______ Credits ............Date/Location

CREDIT FOR OUTSIDE TRAINING OPPORTUNITIES

Up to 5 elective credits may be granted for participation in approved educational programs offered by other organizations. For approval, submit a certificate of completion or other proof of participation to Megan Gilliand for consideration.

* Ethics & Civility has replaced Civility & Public Service and Guiding the Municipal Organization. Participants who have already attended Civility & Public Service or Guiding the Municipal Organization will not be required to take the new course.

From time to time, the League offers webinars as part of the Municipal Training Institute curriculum. These webinars are approximately one hour in length, and qualify a participant to earn one elective credit for the MTI program. Webinars are $25 for League members and $35 for non-members, unless otherwise stated.

www.lkm.org/MTI
Level 2: Achievement

Participants must complete Level 1 before entering Level 2. This level of the Municipal Training Institute focuses on continuing education and enhancing the participation of city officials in League and other government-related activities. In addition to achieving the 40 credits required for Level 1, participants must complete 30 additional credits in order to complete Level 2. Level 2 includes 15 credits of required participation and 15 credits of elective courses.

CORE COURSES (15 credits needed)

- Governing Body Institute OR Leadership Summit ‡ ... 5 Credits........Date/Location _____________________________
- Membership on League Policy Committee .................. 5 Credits........Date/Location _____________________________
- Local Government Day ............................................. 3 Credits........Date/Location _____________________________
- League Regional Supper .............................................. 2 Credits........Date/Location _____________________________

ELECTIVE COURSES (15 credits needed)

- ___________________________    ______ Credits ..........................Date/Location _____________________________
- ___________________________    ______ Credits ..........................Date/Location _____________________________
- ___________________________    ______ Credits ..........................Date/Location _____________________________
- ___________________________    ______ Credits ..........................Date/Location _____________________________
- ___________________________    ______ Credits ..........................Date/Location _____________________________

CREDIT FOR OUTSIDE TRAINING OPPORTUNITIES

Up to 5 elective credits may be granted for participation in approved educational programs offered by other organizations. For approval, submit a certificate of completion or other proof of participation to Megan Gilliand for consideration.

‡ Governing Body Institute and Leadership Summit are offered on alternating years. Level 2 credit will apply to the training NOT completed for Level 1.

Level 3: Leadership

Level 3 of the Municipal Training Institute focuses on developing effective partnerships and serving as a leader in the municipal government community. In addition to the 70 credits required to achieve Level 1 and Level 2, participants must complete 30 additional leadership credits in order to complete Level 3.

CORE COURSES (30 credits needed)

- Officer of a League Affiliated Association .......................... 5 credits .... Date/Location _____________________________
- Testimony Before the State Legislature .......................... 5 credits .... Date/Location _____________________________
- Published Article on Local Government Issue ............... 5 credits .... Date/Location _____________________________
- Attendance at NLC National Conference ..................... 5 credits .... Date/Location _____________________________
- NLC Policy/Steering Committee ................................. 5 credits .... Date/Location _____________________________
- Exchange Program with Other Local Government ........ 5 credits .... Date/Location _____________________________
- Presentation to Local School Children .......................... 5 credits .... Date/Location _____________________________
- Facilitate Joint Meeting Between City & County or School ... 5 credits .... Date/Location _____________________________
- Conducting Training/Workshop ..................................... 5 credits .... Date/Location _____________________________

CREDIT FOR OUTSIDE TRAINING OPPORTUNITIES

Upon request, 10 credits may be credited for leadership positions (as outlined above) held prior to participation in Level 3 of the Municipal Training Institute.