



**MUNICIPAL
TRAINING
INSTITUTE**
A Program of The League

Credit Tracking Summary

Your Name

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 Summit5 Credits.....Date/Location _____
- League Annual Conference5 Credits.....Date/Location _____
- Municipal Finance/Budgeting.....4 Credits.....Date/Location _____
- Personnel Management.....4 Credits.....Date/Location _____
- KOMA/KORA4 Credits.....Date/Location _____
- Ethics & Civility *.....4 Credits.....Date/Location _____

ELECTIVE COURSES (14 credits needed)

- _____ CreditsDate/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 Gilliland 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 CreditsDate/Location _____
- Membership on League Policy Committee 5 CreditsDate/Location _____
- Local Government Day 3 CreditsDate/Location _____
- League Regional Supper 2 CreditsDate/Location _____

ELECTIVE COURSES (15 credits needed)

- _____ CreditsDate/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 Gilliland 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 an 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.