

**MOCCFOA  
CERTIFICATION PROGRESS PLAN**

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This Plan must be submitted within 30 days after attendance of any of the following: Fall Master Academy/MML Conference, MOCCFOA Regionals and New Clerks or Spring Master Academy/Spring Institute, in order to receive education points toward MOCCFOA or IIMC certification. You may complete the form and submit it at the end of the Conference with your Affidavit or within 30 days electronically to: bdavis@missouristate.edu; or mail to Belinda Davis, MSU Outreach, 901 S. National, Springfield, MO 65897.

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Name:	Job Title:
City:	Division:
Signature:	Date:

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**CONFERENCE SUMMARY.** Please use the space below to provide a summary on one or more of the following. Please use all of the space provided.

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- a. Write a summary of the conference in general.*
  - b. Include information that you learned and how it will benefit you in your position or benefit your city.*
  - c. List any goals you may strive to implement as a benefit to yourself or your city.*
  - d. If you are in the final stages of the MPCC Designation, your information should be in essay form and include the benefits of participating in the education process.*
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