

## MISSOURI CITY CLERKS and FINANCE OFFICERS ASSOCIATION

### PROFESSIONAL GROWTH AND DEVELOPMENT PLAN

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This is a comprehensive core-training document that identifies:

- life-cycle education and training requirements;
- training support resources; and,
- minimum core task requirement for certification with the MoCCFOA.

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The MoCCFOA Professional Growth and Development Plan (“Plan”) was developed to measure the education of the organization’s members. Certification by MoCCFOA and IIMC is based on education points. To receive education points for the sessions attended, a Development Plan form must be submitted within three months after each event. The form may be found on the MoCCFOA Web site, from Jim Kaatz or from the chair of the Certification Committee.

Each clerk’s plan will include what they learned from the sessions, or from networking with fellow clerks, and how they will apply this knowledge to their job in the following years.

After receiving 100 hours of education and submitting Plan forms after each educational event, a City Clerk shall be eligible to apply for the MRCC designation.

Since the plan will be fluid, changing from year to year, completion of the written Plan form shall be required in order to receive a certificate from the for credit hours toward the MRCC and/or CMC designation.

Plans will be reviewed for their accuracy by a panel of clerks who have been trained specifically to review them.

Each form is to be type-written. Any additional pages are to be typed in 12 point font; one and one-half space; one-inch margins; letter size paper; and, titled with the submitter’s name and city. Every plan shall be signed by the city’s Mayor, City Administrator or immediate supervisor

A signed original is to be mailed to Jim Kaatz, MSU, Missouri State University, 901 S. National Avenue, Springfield, MO 65804

An electronic copy of the plan is to be emailed to Jim Kaatz, Executive Director at [JamesKaatz@MissouriState.edu](mailto:JamesKaatz@MissouriState.edu) and Denise Chisum, Certification Committee Chairman, at [Denise.Chisum@cityofls.net](mailto:Denise.Chisum@cityofls.net) . If you have questions about the Dev. Plan or the Plan form, contact Jim Kaatz or Denise Chisum at their email address listed above.