

FACC Fall Academy CMC CORE Sessions (3 Year Track)

1st Year Program	2nd Year Program (Public Admin Track)	3rd Year Program (Mgmt Track)	CMC Hours
<i>(offered each year to new Clerks)</i>	<i>(offered during odd numbered years: 2019 & 2021)</i>	<i>(offered during even numbered years: 2020 & 2022)</i>	
Structure of State & Local Government	Media Communications	Leadership Skills	
Records Management	Effective Business Writing	Performance Management	
Municipal Clerk 101: Toolbox	Conflict Resolution	Presentation Skills	
Meetings, Agendas, & Minutes	Florida's Ethics Law	Project Management	
Election Basics	Local Government Revenues & Budgets	Managing Change in Difficult Times	
Ethics in the Workplace	Government in the Sunshine	Dealing w/ Difficult & Negative People	
Governmental Budgeting & Accounting	Parliamentary Procedures	HR & Personnel Issues	
Joint Session: Current "Hot" Topics	Joint Session: Current "Hot" Topics	Joint Session: Current "Hot" Topics	
32 Hours CMC	32 Hours CMC	32 Hours CMC	96
(1) FACC Summer Academy <i>(CMC & MMC Educational Sessions related to Current Municipal Government Issues & Challenges/Electives)</i>			14
(5) 2-hour FACC recorded webinars <i>(CMC & MMC important subject matter on FACC e-Learning Portal)</i>			10
Total CMC Education Hours Needed for Certification			120