

California Professional Municipal Clerk 2025

CPMC 300

September 29 – October 3, 2025

Name:	Email:
Agency:	Title:
Mailing Address:	
City:	Zip Code:
Work Phone:	Cell Phone:
Emergency Contact and Phone:	

Email completed form to Maureen Kane at: MKane92506@aol.com

Registration form is a 2-page document and must be completed in full to receive an invoice.

Invoices are sent via PayPal. Unpaid invoices are voided 30 days from invoice date.

CPMC 300 Fee: \$1500

Fee includes supplies, materials, breakfasts, breaks, lunches and receptions on Monday and Thursday after class adjournment. It does not include hotel accommodations or parking fees.

Payment options: [Credit Card](#) via PayPal (You do not need a PayPal account.) **OR**
[Check](#) payable to: Maureen Kane & Associates, Inc. @ PO Box 52355 Riverside CA 92517

Payment* will be made via: ☐ PayPal ☐ Check

*Payment of invoice indicates acceptance of CPMC and UCR policies.

Registration closes when class capacity is reached. There is no provision for refund.

Confirmation of class enrollment is sent when payment is received.

Each CPMC session earns 30 CMC, MMC, or EPP hours from IIMC. There is also an option to receive 3 university units which can be used to attain the CPMC certificate from UCR. If you already attained the CPMC certificate and/or CMC, you may continue to earn MMC or EPP hours from IIMC.

Information regarding registration and payment for optional UCR certificate units is provided upon completion of CPMC class enrollment. Each CPMC session is eligible for 3 university units at a fee of \$150 payable directly to Regents UC. University unit registration is optional. Registration link and information are sent separately after enrollment in the CPMC session is confirmed.

All participants receive IIMC educational hours upon completion of the session.

CPMC 300 is one of the 30-hour courses approved for a professional development certificate from the University of California Riverside Extension Center and CMC/MMC/EPP hours from the International Institute of Municipal Clerks.

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Technical Training for Clerks courses were offered from 2002 to 2024 and approved by UCR for units and IIMC for educational hours. TTC classes may be used in conjunction with CPMC sessions to receive a CPMC certificate with one exception. UCR policy dictates you may not duplicate CPMC and TTC numbered sessions for the certificate. You may only use TTC Series 200 or CPMC 200 and TTC Series 300 or CPMC 300 toward the certificate. This UCR policy does not restrict graduation or IIMC hours.

Upon completion of any four sessions, participants are eligible to “graduate” from CPMC. Registration for UCR units is not required for CPMC graduation.

To graduate at this session, indicate TTC/CPMC sessions completed:

_____	I will complete 4 sessions and am eligible to graduate		
_____	TTC Series 100	Date:	
_____	TTC Series 200	Date:	
_____	TTC Series 300	Date:	
_____	TTC Series 400	Date:	
_____	CPMC 200	October 2024	
<u> X </u>	CPMC 300	October 2025	
_____	I will also earn a CPMC certificate at this session.		
_____	I have paid for past UCR units.		
	Fees for all 12 UCR units must be paid one month prior to first day of class.		
_____	I need information about registering for past UCR units.		

Please confirm travel plans:

- _____ I will be commuting daily to the sessions
_____ I will be arranging for hotel accommodations

Information regarding hotel block rates will be forwarded upon receipt of registration form.

Attendance at all class sessions is required for completion letter confirming IIMC hours and UCR units. There is no provision for refund, partial credit, or make-up for missed hours. Hours earned at other programs or educational sessions are not transferrable to the CPMC Program.

For additional information:

Maureen Kane MKane92506@aol.com (951) 850-0088

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