

International Institute of Municipal Clerks Course & Program Review Criteria

Requirements for Course and Program Review for IIMC educational points or hours for all programs include:

1. The education points or hours are only awarded to those courses, seminars, symposia, conferences, and similar programs that result in educational and scholarly exercises and experiences.
2. At a minimum, they shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. Evidence of the appropriateness of the credentials or expertise must be presented in the form of a brief bio.
3. The purpose of the course: the instructor will briefly determine the purpose of the course by writing a one, two, or three sentence description of the overall purpose of the course.
4. List of major topics covered in the course: the instructor will list the major topics that will be discussed in the course.
5. Learning outcomes: the instructor will determine the expected outcome of the course upon its completion by writing a one, two, or three sentence description of the useful knowledge/experience that the student will take away by attending the course.
6. Learning outcomes assessment: the instructor will select an outcomes assessment tool to determine that the students have accomplished the course's purpose by using a test, a quiz, an essay, a practicum, the Knowledge Transfer Action Plan (KTAP) used by the Arizona Institute, or similar tools.
7. If the instructor requires reading materials for the course, a list of those materials should be attached to the completed Course and Program Review Template. Please refrain from sending course materials to IIMC Education Department.
8. To be eligible for IIMC educational points, all programs and supporting materials shall be submitted to the Director of Education and Research for his/her review. Early submission of all documents is strongly recommended. The IIMC Education Department needs a minimum of 10 business days to respond.

9. A Certificate of Attendance with specific hours of instruction should be issued. The roster of participants will be submitted to IIMC.
10. Attendees will be required to sign-in as they arrive, and sign-out as they leave. Certificates of Completion will be distributed by the sponsoring organization after the conclusion of the program and given only to those who have verified attendance for all sessions, and have successfully completed the mandatory outcomes assessment (e.g., a quiz, a test, etc.).
11. A Course Evaluation Form (questionnaire) should be designed that will assess the effectiveness of teaching in the classroom, the relevance of the course to the job of the participating clerks, and the accomplishment of the stated course learning outcomes. Please submit to IIMC the results of those questionnaires in a summary format, and refrain from sending the completed Course Evaluation Forms.
12. Product demonstrations, marketing seminars, visits to buildings, political offices and establishments, historical sites, museums and the like earn no educational points.

Please refrain from sending course materials to the IIMC Education Department.

For more information, please see the **Comprehensive Example** and the **Template** attached.