

REGISTER FOR CLERKS & TREASURERS  
INSTITUTE

# ADDRESSING ESSENTIAL TOPICS

**Attending CTI is an investment in your municipality.**

The Municipal Clerks and Treasurers Institute (CTI) offers a diverse array of educational sessions covering a broad spectrum of topics for clerks and treasurers, such as leadership, communication, organizational development, collaboration, diversity and inclusion and more. The more you know, the better you can serve your municipality.

[REGISTER](#)

## CTI AT A GLANCE

CTI is one of the largest Institutes of its kind and offers unparalleled training. It is accredited by the International Institute of Municipal Clerks (IIMC), Wisconsin Municipal Clerks Association and municipal Treasurers of Wisconsin. The Institute is dedicated to improving the professionalism of municipal staff.



### Dates

July 13-17, 2026

*Registration Deadline: June 19, 2026*



### Format

Live Online via Zoom



### Tuition

\$499 by June 5, 2026

\$560 after June 5, 2026

# CHOOSE YOUR TRACK

There are four tracks to choose from at the Municipal Clerks and Treasurers Institute. If you are new to the Institute, begin with Year 1.

## Clerks

The clerks' curriculum encompasses three years. Each year builds on the previous year, providing education and training on municipal clerk responsibilities.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional treasurer completion)

## Treasurers Clerk Town

The treasurers' curriculum spans three years. Each year builds on the previous year, providing education and training on municipal treasurer responsibilities.

Basic accounting skills are a prerequisite.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional clerk completion)

## Clerk Town

The clerks' curriculum encompasses three years. Each year builds on the previous year, providing education and training on municipal clerk responsibilities.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional treasurer completion)

## Alumni

The alumni track is for clerks and treasurers who have graduated from CTI and would like to refresh their knowledge and learn the most up-to-date information in their field. The alumni track gives you control of what would most benefit your job and community.

- Customize Your Sessions

## Important Information

Important information to consider before you register.

## Participation

Participants are required to have their camera on during sessions to verify engagement. UW-Green Bay expects that students limit outside distractions, remain in one location for the duration of the session (no driving or doing errands) and actively participate in group discussions and activities. Plan to be away from your office/desk during training without the ability to perform daily tasks.

## Attendance

Participants must attend all sessions live online. Sessions are not recorded. Participants who miss 25% or more of a session and/or do not complete the associated assessments will not receive credit for the session.

## Cancellation Policy

If you cancel, you will not receive CTI handouts.

- If you cancel on or before June 12, 2026, a full refund minus a \$50 processing fee will be given.
- If you cancel after June 12, no refunds will be given.

**APPLY FOR  
FUNDING**

### Scholarships Available

Applications for full or partial scholarships are available starting January and range from a \$100 stipend to full tuition. Applying is well worth the effort! Scholarships are reimbursement-based and will be mailed to recipients upon verification of Institute attendance. Any scholarship recipient who does not attend all of their courses will be disqualified from receiving their scholarship.

[Apply to IIMC →](#)

[Apply to WMCA →](#)

[Apply to MTAW →](#)