

MUNICIPAL CLERKS OF ILLINOIS INSTITUTE & MASTER ACADEMY

PROPEL CAREER GROWTH



ILLINOIS INSTITUTE & MASTER ACADEMY

October 5-9, 2026
DoubleTree by Hilton Hotel,
Bloomington, IL

Our Municipal Clerks of Illinois Institute and Master Academy is an internationally recognized in-person program, consisting of three years of in-depth training, delivering foundational learning and valuable certification that propels career growth.

[REGISTER](#)

ILLINOIS INSTITUTE AT A GLANCE

Illinois Institute is an in-person program designed to meet the ever-changing job demands of a municipal clerk and improve their professionalism. It is tailored to new clerks.



Dates

October 5-9, 2026

Pre-Conference October 4



Location

In-Person

DoubleTree by Hilton Hotel

10 Brickyard Drive

Bloomington, IL

[Open in Google Maps →](#)



Tuition

\$650 by September 19 (\$700 after)

Pre-Conference \$65 by September 19 (\$70 after)

PRE-CONFERENCE SESSION

Creating a Culture of Belonging

with Molly Grisham

October 4, 2026

Join us for a pre-conference session with one of the Institute's most popular instructors: In *Creating a Culture of Belonging*, Molly Grisham helps participants explore the value in letting people know they are wanted and welcome in the workplace. She expands on the idea that a team can't outpace its leader, which requires leaders to know who they are and what they value as they work to shape their healthy culture. As the workshop continues, Molly invites participants to consider what they are bringing to their leadership that is no longer serving them. And finally, she shares why it is important for leaders to embrace the role of being a First Follower.

This session is interactive and engaging for all participants.

Illinois Institute Progressive Curriculum

Illinois Institute consists of a three-year progressive curriculum of classroom instruction that takes place in-person during a concentrated week every October. Each year represents approximately 38-40 hours of training. After three years, clerks graduate from the Institute, acquiring approximately 115 hours of professional development. We recommend graduates continue with additional tracks or advanced training like Master Academy. We offer the most practical and cutting-edge education for clerks.

Hands-on Learning

Enhance your technical skills, administrative expertise, leadership capabilities and management through an engaging blend of lectures, interactive discussions and practical exercises.

Tailored Training Tracks

With three tailored training tracks, we cater to your current level of expertise. Each track becomes progressively more expansive, guiding you through state-of-the-art topics as you advance year by year.

Valuable Resources

We evaluate your mastery of the material using an essential toolkit of case studies, exercises and reference materials, all of which you can take with you for future use.

Peer Connections

We offer both formal and informal networking opportunities, allowing you to connect with peers. These relationships and the exchange of ideas foster greater confidence and improved performance.

Curriculum by Year

View the schedule for your attendance year as outlined below. When you register, a diverse range of sessions will be made available to you based on your track. Networking events and hospitality sessions foster peer connections and community building throughout the week.

Year One

Year One offers a dynamic blend of personal development, professional skills, and foundational knowledge essential for municipal clerks.

Year One Schedule →

Year Two

Year Two builds on foundational knowledge with a focus on leadership application, advanced governance topics, and strategic communication.

Year Two Schedule →

Year Three

Year Three focuses on advancing skills in municipal operations, leadership, and public engagement, with an emphasis on strategic thinking and navigating complex governance.

Year Three Schedule →

WHY ATTEND?

Illinois Institute offers a diverse array of educational sessions covering a broad spectrum of topics for clerks, such as leadership, management of records, ordinances and meetings, collaboration, diversity and inclusion and more. If you need help advocating for the budget to attend, we offer a form letter that you can adapt to your particular circumstances.

[Attendance Letter Example →](#)

ENHANCE YOUR EXPERTISE

Illinois Master Academy

October 7-9, 2026

Expand your education with our concurrent Master Academy, an advanced program designed for public officials that addresses crucial issues for municipalities. An opening reception will take place October 6.

[Learn More About the Academy →](#)

BOOK YOUR HOTEL

The hotel block at the DoubleTree by Hilton Hotel in Bloomington, Illinois, is currently full. For alternative accommodation options, please use the link below.

[Book Hotel →](#)

**MEET AN
INSTITUTE
ATTENDEE**





"The Institute and Academy are specifically curated by city clerks about city clerk work."

Brent Bader

Deputy City Clerk
City of La Salle



Earn Exclusive Certificates

During the three years of Illinois Institute, you will earn all of the education hours required for certification specific to your position.

Certified Municipal Clerk

Authorized through the International Institute of Municipal Clerks (IIMC).

How to Apply →

Registered Municipal Clerk

Authorized through the Municipal Clerks of Illinois (MCI).

How to Apply →

Important Things to Know

Important information to consider before you register for Illinois Institute.

Attendance

Participants must attend all sessions and actively engage. Participants who miss 25% or more of a session and/or do not complete the associated assessments will not receive credit for the session.

REGISTER

Cancellation Policy

Cancellations are permitted until September 20. Cancellations after September 20 receive a 50% refund. All such request for refunds must be submitted in writing to outreachgovt@uwgb.edu on behalf of the MCI Training Institute Committee Chair. No-shows will not receive a refund. It is important to note that numerous contractual obligations are incurred long before the event with financial commitments to expenditures that may not be refundable to the university. If you cancel, you will not receive institute handouts.

THE VALUE OF EDUCATED CLERKS

"I graduated from the Municipal Clerks of Illinois Training Institute in the fall of 2024. Through my time at the Institute, I gained valuable knowledge, guidance and built a better baseline for my role within my community. I was appointed with no municipal experience, and I believe that the value of this program is found first in the constant support and resources for new clerks. Many small communities like mine do not understand the value of an educated clerk and then are surprised when they are found out of compliance or fall behind. This program starts new clerks out on the right foot with basic training on statutory duties and real-life examples of how to solve common issues."

Catherine G. Koks, RMC

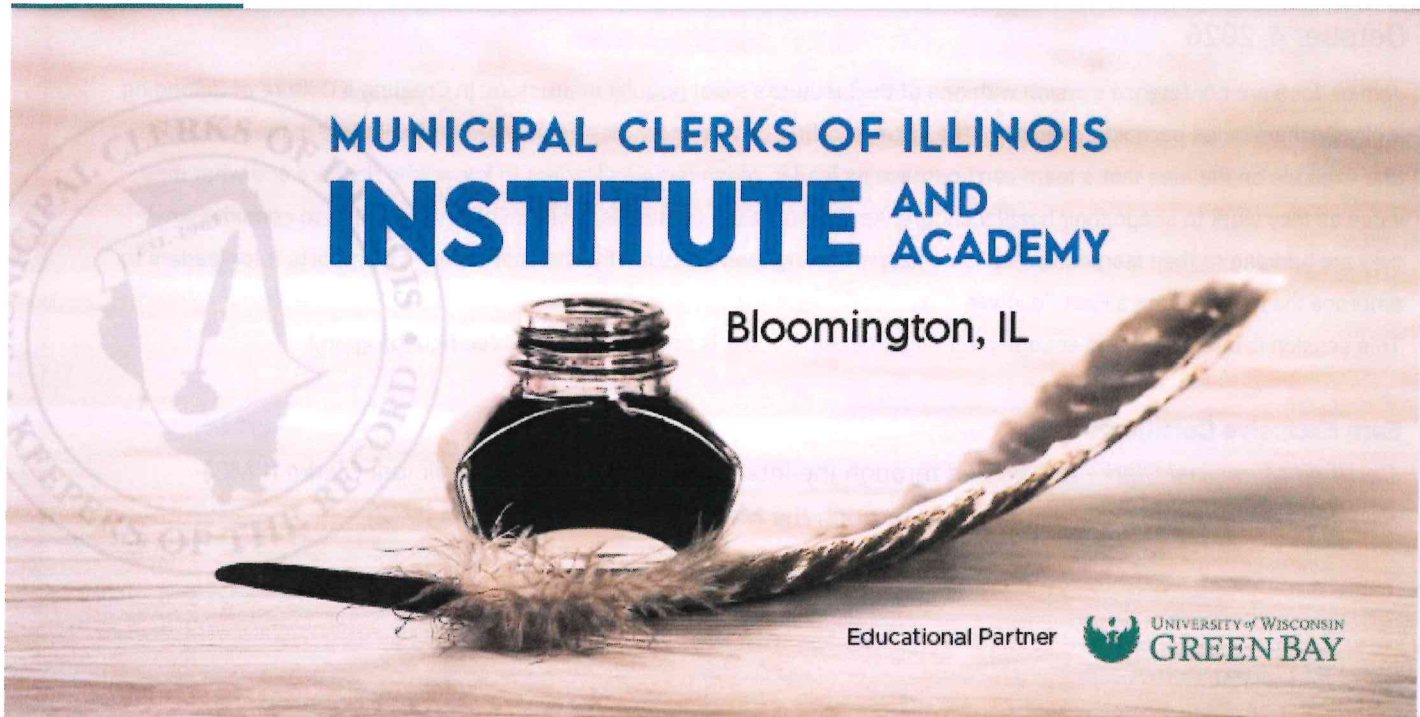
Ashton Village Clerk

MCI Rookie of the Year 2023

ASK AN EXPERT

If you have any questions about the Institute or Academy, please don't hesitate to reach out to us.

EMAIL US



OCTOBER

4

2026 Municipal Clerks of Illinois Institute and Master Academy

By UW-Green Bay, Business and Government Outreach

REGISTER

2026 Municipal Clerks of Illinois Institute

The Municipal Clerks of Illinois Institute is an internationally recognized, in-person program that provides in-depth training, delivering foundational learning and valuable certification that propels career growth.

The Institute consists of a three-year progressive curriculum of classroom instruction that takes place at the DoubleTree by Hilton Hotel in Bloomington, Illinois during a concentrated week every October. Each year represents approximately 38-40 hours of training. After three years, clerks graduate from the institute, acquiring 115 hours of professional development. New students must sign up for Year One.

2026 Municipal Clerks of Illinois Master Academy

Master Academy provides education for the Master Municipal Clerk certification which is one of two professional designations granted by IIMC and is an advanced continuing education program that prepares participants to perform complex municipal duties. The program entails extensive, rigorous education with a requirement for professional and social contribution. Candidates must demonstrate that they have actively pursued education and professional activities.

Join your fellow clerks for 2.5 days of learning. Registration includes instruction and digital materials specific to the days you attend. Earn up to 22 hours (or 11 points) towards your IIMC-CMC or MMC by attending. Qualifies for points at a rate of 1 point per 2 in-class contact hours.

Creating a Culture of Belonging - Pre-conference

October 4, 2026

Join us for a pre-conference session with one of the Institute's most popular instructors: In *Creating a Culture of Belonging*, Molly Grisham helps participants explore the value in letting people know they are wanted and welcome in the workplace. She expands on the idea that a team can't outpace its leader, which requires leaders to know who they are and what they value as they work to shape their healthy culture. As the workshop continues, Molly invites participants to consider what they are bringing to their leadership that is no longer serving them. And finally, she shares why it is important for leaders to embrace the role of being a First Follower.

This session is interactive and engaging for all participants. Cost is only \$65 for this three-hour program!

Earn Exclusive Certificates

Certified Municipal Clerk - Authorized through the International Institute of Municipal Clerks (IIMC)

Registered Municipal Clerk - Authorized through the Municipal Clerks of Illinois (MCI)

Date & Time

- ☐ Sun, 10/04/2026, 2:00 PM CT
- ☐ Fri, 10/09/2026, 12:00 PM CT

Pricing

- ★ Clerk Year One - 2026 IL Institute Attendee - MCI Member: \$650.00
- ★ Clerk Year Two - 2026 IL Institute Attendee - MCI Member: \$650.00
- ★ Clerk Year Three - 2026 IL Institute Attendee - MCI Member: \$650.00
- ★ 2026 IL Master Academy Attendee - MCI Member: \$550.00
- ★ Clerk Year One - 2026 IL Institute Attendee - MCI Non-Member: \$700.00
- ★ Clerk Year Two - 2026 IL Institute Attendee - MCI Non-Member: \$700.00
- ★ Clerk Year Three - 2026 IL Institute Attendee - MCI Non-Member: \$700.00
- ★ 2026 IL Master Academy Attendee - MCI Non-Member: \$600.00
- ★ Banquet Meal Guest Ticket: \$75.00