



# 2020-21 Basic Institute

Monday, April 26 - Thursday, April 29

Online Training Overview

## Basic Institute is an incredible opportunity to:

- 1) Learn more about your job and responsibilities
- 2) Meet and build relationships with others in your field
- 3) Earn professional credentials by becoming a Michigan Certified Professional Treasurer (MiCPT)

Basic Institute is a three year program with a defined curriculum to ensure that no matter when you start, you'll receive the full slate of topics by the time you graduate in your third year.

## Online Training

Due to the challenges of meeting in-person this year, the 2020-21 Basic Institute training will be conducted 100% online using the popular Zoom meetings app.

In preparation for the online training, please clear your days of other responsibilities during the scheduled class times. We understand if you have to take a quick phone call or text every once in awhile, but remember that this program requires your attendance at every session. While we understand that emergencies happen, under normal circumstances\* you must attend every session.

Plan to use a computer/laptop/tablet/smartphone that has audio and video capabilities that will allow you to interact with others during the sessions; your video will be required to stay on.

If you have any concerns, please contact our association managers.

*\*Please contact us if you miss a session (or a portion of a session) due to an emergency situation. If possible, the facilitator will work with you to develop an appropriate alternate plan of education.*

## Cost & Registration

Basic Institute typically costs \$550, but for this year's online version, the cost is \$450. Attendees who have paid \$550 will be reimbursed \$100 in the same manner of their payment. Attendees must be MMTA members. Register online at [www.MMTA-MI.org](http://www.MMTA-MI.org) to pay with a credit card or by check. Registration deadline is Friday, April 2. Cancellations must be received in writing by April 2 for a full refund; requests received by Friday, April 16 will be eligible for a 50% refund. All refunds are subject to board review.

CHALLENGE  
THE CHAMPION IN YOU

