

2026 BASIC INSTITUTE

APRIL 26 - MAY 1 • COMFORT INN & SUITES • MT. PLEASANT



TRAVELING YOUR ROAD TO SUCCESS

Basic Institute is an Incredible Opportunity

- 1) Learn more about your job and responsibilities.
- 2) Meet and build relationships with others in your field.
- 3) Earn the professional Michigan Certified Professional Treasurer (MiCPT) credential.

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.

Attendance

Basic Institute is a prerequisite for the MiCPT and is offered in cooperation with the Association of Public Treasurers of the U.S. & Canada. Attendance at all sessions is mandatory for graduation. For first year attendees, this includes orientation on Sunday afternoon at 5:30 pm (second year attendees are highly recommended and third year attendees are encouraged to attend orientation). Sessions will be all day Monday through Thursday and a half day on Friday.

Lodging

Basic Institute is held at the Comfort Inn & Suites and Conference Center in Mt. Pleasant. The MMTA group rate for rooms is \$105-\$129/night plus applicable fees and taxes. Make your reservation directly with the hotel at 989-772-4000 or online with this link. Make reservations by Friday, April 10 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn for \$105/night.

Cost and Registration

Basic Institute costs \$599; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check, attendees must be MMTA members. Registrations received after April 3 will be subject to a \$50 late fee. Cancellations must be received in writing by April 3 for a full refund; requests by April 16 are eligible for a 50% refund. Refunds are subject to board review and a \$25 cancellation fee. Register online at www.MMTA-MI.org.



Training Sessions

- Treasury Language 101
- Introduction to Special Captures
- Preparing for an Audit
- Uniform Chart of Accounts
- Cash Handling
- Introduction to Investing
- Basics of Debt Management
- The Process of Doing a Bond
- Internal Controls
- The Good Place - A Focus on Ethics
- Property Tax Cycle
- Foreclosure Legislation Update
- Tax Collection From Start to Strike
- Public Budgeting
- Dealing With an Office Emergency
- 10 Principles of Leadership
- Dealing with the Media
- Working in a Political Environment

Topics Subject to Change