

SC Business Licensing Officials Association SC Municipal Finance Officers, Clerks and Treasurers Association

1411 Gervais Street | PO Box 12109 | Columbia, South Carolina 29211
803.799.9574

PROOF OF ATTENDANCE

Sponsor: SC Municipal Finance Officers, Clerks and Treasurers Association
and SC Business Licensing Officials Association

Program Name: 2025 Joint Annual Academy

Date and Time: Tuesday, October 7 – Friday, October 10, 2025

Location: Marina Inn at Grande Dunes, Myrtle Beach, SC

SPONSOR INFORMATION

Sponsor Representative
Susan Walters
Municipal Association of SC

Susan Walters
Sponsor Representative, Signature

TO BE COMPLETED BY ATTENDEE

By signing below, I certify that I attended the activity described above. I am entitled to claim a total of _____ **CMC/MMC*** educational points as determined by the International Institute of Municipal Clerks. IIMC awards one educational point for every four hours of class time. (Use the Points Tracking sheet to determine points)

By signing below, I certify that I attended the activity described above. I am entitled to claim a total of _____ **APT*** credit hours. If I am seeking APT credit, I will turn in the proper paperwork to the appropriate organization.

***Should you either arrive late or leave any session early, your credit hours MUST be adjusted accordingly.**

Name (print)

Signature and Date

Job Title

Organization

IIMC CERTIFICATION

I have verified that all requirements to receive IIMC certification credits have been met.

Kendra B. Stewart, Ph.D.
Joseph P. Riley, Jr. Center for Livable Communities
College of Charleston

Date

2025 BLOA/MFOCTA Joint Academy

Tuesday, October 7

<input type="checkbox"/>	2:15 – 3:15 p.m.	*Breakout Sessions – Choose 1 *Preparing for an Audit <i>Larry Finney, Greene Finney Cauley, LLP</i>	<i>CPFA: .50 point</i> <i>CMC / MMC: 1 hour</i>
<input type="checkbox"/>		*Codification of Ordinances in SC <i>Sara Weathers, Municipal Association of SC</i>	<i>CMC / MMC: 1 hour</i>
<input type="checkbox"/>	3:30 – 4:30 p.m.	*Breakout Sessions – Choose 1 *Hospitality and Accommodations Tax Processes and Procedures <i>Jeremy Roof, City of Myrtle Beach</i>	<i>CMC / MMC: 1 hour</i> <i>CPFA: .50 point</i>
<input type="checkbox"/>		*Orientation of Newly Elected Officials <i>Charlie Barrineau, Municipal Association of SC</i>	<i>CMC/MMC: 1 hour</i>

Wednesday, October 8

<input type="checkbox"/>	9:00 – 10:00 a.m.	Succession Planning <i>Mark Partin, City of Sumter</i>	<i>CMC/MMC: 1 hour</i> <i>CPFA: .50 point</i>
<input type="checkbox"/>	10:15 – 11:15 a.m.	We Can't Make This Up! <i>MFOCTA Board</i>	<i>CMC/MMC: 1 hour</i> <i>CPFA: .50 point</i>
<input type="checkbox"/>	2:05 – 3:05 p.m.	Exploring How AI Can Impact Local Government <i>Kevin Benson, VC3</i>	<i>CMC/MMC: 1 hour</i> <i>CPFA: .50 point</i> <i>ACPFA: 1 point</i>
<input type="checkbox"/>	3:15 – 4:45 p.m.	Municipal Trivia Game <i>Local Revenue Services, Municipal Association of SC</i>	<i>CMC/MMC: 1.75 hours</i> <i>CPFA: 0.5 point</i>

Thursday, October 9

<input type="checkbox"/>	9:45 – 11:45 a.m.	Improv(ise), Adapt and Overcome <i>Connor Wentling</i>	<i>CMC/MMC: 2 hours</i> <i>CPFA: 1 point</i>
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Friday, October 10

<input type="checkbox"/>	9:00 – 11:00 a.m.	Open Discussion <i>BLOA Board of Directors</i>	<i>CPFA: 1 point</i>
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☐ **Grand total hours/points claimed. Enter the total on the Proof of Attendance Sheet.**

CMC/MMC maximum hours to claim – 8.75 and maximum points to claim – 2.2

CMC/MMC Points are calculated as below:

- 4 hours = 1 point
- 2 hours = .5 point
- 1 hour = .25 point
- 45 minutes = .1875 point
- 30 minutes = .125 point
- 15 minutes = .0625 point

*If you are seeking CMC/MMC hours, complete a KTQ for each session you attend. Then send this form and all KTQs to Susan Walters at swalters@masc.sc for approval.

CPFA maximum points to claim – 5

If you are seeking CPFA certification from APT, complete this form and keep a copy for your records and submit to APT when necessary.