

## Knowledge Transfer Questionnaire

*This form is to be completed by participants seeking certification credit from the International Institute of Municipal Clerks toward either their CMC or MMC designation. **Complete one KTQ for each session.** Each question must be answered in at least three sentences.*

*Return to [swalters@masc.sc](mailto:swalters@masc.sc) by 11/30/2025.*

**Event:**            **2025 MFOCTA/BLOA Joint Academy**

**Your Name:** \_\_\_\_\_

**Session Title:** \_\_\_\_\_

**Presenter(s):** \_\_\_\_\_

1. Discuss how the topics/issues addressed in this session relate to your job duties as municipal clerk and your organization or community. Discuss how these topics/issues have impacted or could possibly impact you and your organization in the future.

2. What new skills, knowledge or ideas did you gain during this session? What specific information or ideas did you find to be most important?

3. How can the information presented be applied to your work setting? What practices or procedures would you consider changing as a result of this session and why? Discuss how you would go about implementing these changes and who you should involve in this process. If no immediate changes need to take place, how do you plan to utilize this information to better fulfill your job duties?