

2014 Municipal Administration Program

Please complete the registration forms below, and return it to MTAS, or visit
www.mtas.tennessee.edu to register online or fax to 865.974.0423

Name: _____

Municipal Organization / Employer: _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____

Method of Payment

The registration fee for MAP courses for Tennessee city officials is \$50 each. A fee of \$65 is charged for non-city officials. Registration is required. Seating is limited at all sites, so please register in advance. Submit payment with your registration. MTAS will need to receive payment in order to confirm your attendance for the class.

Check Enclosed (Payable to The University of Tennessee) Invoice me.

If you wish to pay by **credit card** you will need to **register online** with our course registration system.

<http://www.solutionpoint.tennessee.edu/MTAS>

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: Male Female

Race: Caucasian African American Other _____

The University of Tennessee will seek to accommodate all persons with disabilities. If you require auxiliary aids, special services or other accommodations, please indicate here. Someone from our office will contact you.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution.

*Check all the courses you
want to register for –
please fax both pages.*

WORKPLACE SAFETY

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- May 7 Johnson City 8:30 a.m. – 12:30 p.m. EST
- May 8 Knoxville 8:30 a.m. – 12:30 p.m. EST
- May 27 Franklin 8:30 a.m. – 12:30 p.m. CST
- May 28 Jackson 8:30 a.m. – 12:30 p.m. CST

SUCCEEDING UNDER STRESS

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- June 4 Johnson City 8:30 a.m. – 12:30 p.m. EST
- June 5 Knoxville 8:30 a.m. – 12:30 p.m. EST
- June 10 Jackson 8:30 a.m. – 12:30 p.m. CST
- June 11 Bartlett 8:30 a.m. – 12:30 p.m. CST
- June 17 Collegedale 8:30 a.m. – 12:30 p.m. EST
- June 19 Nashville 8:30 a.m. – 12:30 p.m. CST

MUNICIPAL LEGISLATIVE UPDATE

(4 CPE CMFO (Financial))

Dates/Locations/Times:

- July 22 Jackson 8:30 a.m. – 12:30 p.m. CST
- July 23 Nashville 8:30 a.m. – 12:30 p.m. CST
- July 29 Kingsport 8:30 a.m. – 12:30 p.m. EST
- July 31 Knoxville 8:30 a.m. – 12:30 p.m. EST

BRIDGING THE GENERATIONAL GAP IN THE WORKPLACE

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- August 7 Kingsport 1:00 p.m. – 4:00 p.m. EST
- August 8 Knoxville 1:00 p.m. – 4:00 p.m. EST
- August 12 Germantown 1:00 p.m. – 4:00 p.m. CST
- August 13 Jackson 1:00 p.m. – 4:00 p.m. CST
- August 14 Nashville 1:00 p.m. – 4:00 p.m. CST
- August 15 Chattanooga 1:00 p.m. – 4:00 p.m. EST

CUSTOMER SERVICE FOR FRONT LINE EMPLOYEES

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- September 24 Kingsport 8:30 a.m. – 12:30 p.m. CST
- September 25 Knoxville 8:30 a.m. – 12:30 p.m. CST
- September 30 Jackson 8:30 a.m. – 12:30 p.m. EST
- October 1 Franklin 8:30 a.m. – 12:30 p.m. EST

RECORDS MANAGEMENT

(4 CPE CMFO (Financial))

Dates /Locations/Times:

- September 23 Bartlett 8:30 a.m. – 12:30 p.m. CST
- September 24 Jackson 8:30 a.m. – 12:30 p.m. CST
- September 25 Franklin 8:30 a.m. – 12:30 p.m. CST
- September 30 Collegedale 8:30 a.m. – 12:30 p.m. EST
- October 1 Knoxville 8:30 a.m. – 12:30 p.m. EST
- October 2 Johnson City 8:30 a.m. – 12:30 p.m. EST

PLANNING AND ZONING: ANNEXATION ISSUES & SMART GROWTH

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- October 8 Johnson City 8:30a.m. – 12:30 p.m. EST
- October 9 Knoxville 8:30a.m. – 12:30 p.m. EST
- October 15 Collegedale 8:30a.m. – 12:30 p.m. EST
- October 16 Nashville 8:30a.m. – 12:30 p.m. CST
- October 22 Jackson 8:30a.m. – 12:30 p.m. CST
- October 23 Bartlett 8:30a.m. – 12:30 p.m. CST

SOCIAL MEDIA & EMPLOYMENT LAW

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- October 14 Jackson 8:30 a.m. – 12:30 p.m. EST
- October 15 Nashville 8:30 a.m. – 12:30 p.m. CST
- October 21 Kingsport 8:30 a.m. – 12:30 p.m. EST
- October 23 Knoxville 8:30 a.m. – 12:30 p.m. EST

WOMEN IN PUBLIC SERVICE SYMPOSIUM

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- November 13 Murfreesboro 10:00 a.m. – 4:00 p.m. CST

DEVELOPING YOUR EMOTIONAL INTELLIGENCE

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- November 11 Jackson 8:30 a.m. – 12:30 p.m. CST
- November 12 Nashville 8:30 a.m. – 12:30 p.m. CST
- November 18 Johnson City 8:30 a.m. – 12:30 p.m. EST
- November 19 Knoxville 8:30 a.m. – 12:30 p.m. EST
- November 25 Chattanooga 8:30 a.m. – 12:30 p.m. EST

STRENGTHS BASED LEADERSHIP

(4 CPE CMFO (Other / Non-Financial))

Dates/Locations/Times:

- December 11 Kingsport 1:00 p.m. – 5:00 p.m. EST
- December 12 Collegedale 1:00 p.m. – 5:00 p.m. EST
- December 15 Knoxville 1:00 p.m. – 5:00 p.m. EST
- December 17 Jackson 1:00 p.m. – 5:00 p.m. CST
- December 18 Nashville 1:00 p.m. – 5:00 p.m. CST

The University of Tennessee • Municipal Technical Advisory Service
Attention: MAP Course Registration

120 Conference Center Building, Knoxville, Tennessee 37996-4105

Fax: 865.974.0423 • Web site: www.mtas.tennessee.edu

If you have any questions about registration, please contact Kurt Frederick at 615.253.6385 or email
kurt.frederick@tennessee.edu