



Red Book Ready Road Map

(as of June 2025; updated as new courses qualify)



Chapter	Qualifying Sessions / Approved Instructors	Availability <i>*Most courses are available in MTA's Online Learning Center. Upcoming in-person classes noted in blue.</i>
1-What Does It Mean to Be "Public"? Credits: 1	6-hour class Board Authorities, Responsibilities & Roles (Catherine Mullhaupt / Judy Allen / Cindy Dodge) 1 credit 6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit 4-hour webinar Board Authorities & Responsibilities (Catherine Mullhaupt / Judy Allen) 1 credit	Pre-Conference class held in conjunction with MTA's 2025 Annual Conference Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025) MTA's Online Learning Center (OLC)
2-What is a Township? Credits: 1	6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit 90-minute course Anatomy of a Township (Catherine Mullhaupt) 1 credit	Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025) MTA's Online Learning Center (OLC)
3-Interacting with Other Governments Credits: 1	108-minute Webinar Urban Cooperation Strategies (William Fahey & Stephen Schultz) 1 credit	MTA's Online Learning Center (OLC)
4-The Township Board Credits: 1	6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit 4-hour course Policy Matters 1 credit (Catherine Mullhaupt)	Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025) MTA's Online Learning Center (OLC) <i>– note audio issues at the beginning</i>
5-Holding Township Board Office Credits: 2	6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit <i>Continued on next page →</i>	Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025)

5-Holding Township Board Office (cont.) Credits: 2	60-min NYK: Me and My Deputy (Mike Selden) 1 credit 60-min NYK: Board Compensation (Catherine Mullhaupt) 1 credit 75-min webinar Who Gets Paid What, and How? (Cindy Dodge) 1 credit 75-min course Ethical Considerations (MTA Legal Counsel) 1 credit	All courses are available in MTA's Online Learning Center (OLC)
6-Meetings Credits: 3	60-min NYK: Taking Township Minutes (Cindy Dodge) 1 credit <u>Plus any of these:</u> 6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit 75-min class Open Meetings Act: Why it Matters and Why You Should Care (Mike Selden) 1 credit 90-min webinar Secrets to Great Board Meetings (Larry Merrill) 1 credit 78-min webinar Meeting Misconceptions (Jim Beelen) 1 credit 3.5-hour course OR webinar TGA: Making Meetings Work More Effectively (Sue Radwan) 1 credit	MTA's Online Learning Center (OLC) Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025) Held in conjunction with MTA's 2025 Annual Conference These courses are available in MTA's Online Learning Center (OLC)
7-Revenue Sources Credits: 2	6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit 60-min webinar Revenue Sources: Coins in the Couch (Catherine Mullhaupt) 1 credit 75-min webinar Exploring Township Revenue Sources (Catherine Mullhaupt) 1 credit 102-min webinar or course TGA: At Your Services – Meeting Township Needs Part I (Steve Mann) 1 credit 2-part Webinar Special Assessment Procedures (Steve Mann) 1 credit	Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025) Sept. 17, 2025 webinar, coming to MTA's OLC in Oct. 2025 These courses are available in MTA's Online Learning Center (OLC)

<p>8-Accounting, Budget and Lawful Expenditures Credits: 2</p>	<p>6-hour class New Officials Training (Catherine Mullhaupt / Judy Allen / Michael Selden / Judy Bigney / Cindy Dodge) 1 credit OR 4-part webinar Accounting & Payroll (Dave Williamson) 1 credit</p> <p><u>Plus any of these:</u></p> <p>90-min course You Paid What for What (Cindy Dodge) 1 credit</p> <p>4-part webinar Building a Better Budget (Larry Merrill & Mike Selden) 1 credit</p> <p>60-min webinar Payroll Questions? We've Got Answers (Cindy Dodge) 1 credit</p>	<p>Held in 13 locations around the state and online in Dec. 2024 / Jan. 2025 & OLC (beginning July 1, 2025)</p> <p>All courses are available in MTA's Online Learning Center (OLC)</p>
<p>9-Public Records Credits: 1</p>	<p>75-min course Practical Approach to Records Management (Sam Beland, Records Management Svcs., MI DTMB) - 1 credit</p> <p>60-min webinar Record Ready: Basic Records Management (Megan Malone, Records Management Svcs., MI DTMB) 1 credit</p> <p>60-min webinar Cloud Chronicles: Digital Records Management (Sam Beland, Records Management Svcs., MI DTMB) 1 credit</p> <p>60-min webinar Tame Your Paper Tiger: Mastering Record Management (Caryn Wojcik, Records Management Svcs., MI DTMB) 1 credit</p>	<p>Coming to MTA's 2025 Annual Conference</p> <p>Feb. 12, 2025, webinar, coming to MTA's OLC in March 2025</p> <p>April 16, 2025, webinar, coming to MTA's OLC in May 2025</p> <p>June 11, 2025, webinar, coming to MTA's OLC in July 2025</p>
<p>10-Assessing and the Board of Review Credits: 2</p>	<p>60-min NYK: What the Board Needs to Know about July Board of Review (Cindy Dodge) 1 credit</p> <p><u>Plus any of these options:</u></p> <p>2-part webinar or 3.5-hour course TGA: Fundamentals of Assessment & Taxation (Shila Kiander) 1 credits</p> <p><i>Continued on next page →</i></p>	<p>Available in MTA's Online Learning Center (OLC)</p> <p>Available in MTA's Online Learning Center (OLC)</p>

	<p>3-part webinar or 3-hour course Board of Review: Basics (Cindy Dodge) 1 credit *for supervisors and board of review members</p> <p>2-part webinar or 2.5-hour course Board of Review: Beyond the Basics (Cindy Dodge) 1 credit *for supervisors and BoR members</p>	<p>In-person and online options are coming in February 2026.</p> <p>In-person and online options coming in February 2026.</p>
<p>11-Tax Collecting Credits: 1</p>	<p>60-minute NYK: What the Board Needs to Know about Tax Collection (Cindy Dodge) 1 credit</p> <p>75-minute webinar Taxation Trouble-spots* (Jim Beelen) 1 credit</p> <p>4-part webinar or 6-hour course Treasurers' Guide to Tax Collection* (Cindy Dodge) 1 credit</p>	<p>All courses are available in MTA's Online Learning Center (OLC)</p> <p>Held in four locations around the state in Nov. 2024 And OLC (beginning July 1, 2025)</p>
<p>12-Elections Credits: 1</p>	<p>75-min course Elections Update* 1 credit (Bureau of Elections)</p> <p>3-hour course Elections Prep and Primer 1 credits (Cindy Dodge)</p> <p>60-minute NYK: Elections – Ready? Set. Go! (Cindy Dodge / Judy Bigney / Tina Barton) 1 credits</p> <p>60-minute NYK: What the Board Needs to Know about Elections (Cindy Dodge) 1 credits</p>	<p>Held in conjunction with MTA's 2025 Annual Conference</p> <p>All courses are available in MTA's Online Learning Center (OLC)</p>
<p>13-Ordinances Credits: 1</p>	<p>75-minute course NYK: Intro. to Township Ordinances (Seth Koches) 1 credit</p> <p>60-minute NYK: Drafting Ordinances (Seth Koches) 1 credit</p> <p>60-minute NYK: Adopting Ordinances (Seth Koches) 1 credit</p> <p>60-minute NYK: Enforcing Ordinances (Seth Koches) 1 credit</p>	<p>Held in conjunction with MTA's 2025 Annual Conference</p> <p>These courses are available in MTA's Online Learning Center (OLC)</p>
<p>14-Franchises Credits: 1</p>	<p>What Your Township Needs to Know about Franchises (Rob Thall) 1 credit</p>	<p>Held in conjunction with MTA's 2025 Annual Conference</p>

15-Land Use Credits: 1	60-min NYK: What Your Board Needs to Know about Planning & Zoning (Catherine Mullhaupt) 1 credit 4-part webinar or 6-hour in-person course TGA: Defining Your Township's Land Use Future (Steve Langworthy) 1 credit 4-part webinar or 3-hour in-person course: Hot Topics in Planning & Zoning (Catherine Kaufman) 1 credit 3-part webinar or 3-hour in-person course: Intro. to Planning & Zoning (Catherine Kaufman, Seth Koches or Steve Langworthy) 1 credit 3-part webinar or 3-hour in-person course: Breaking the Zoning Code (Steve Langworthy) 1 credit 3-part webinar or 3-hour in-person course: Roles & Functions of the Zoning Board of Appeals (Steve Langworthy) 1 credit	All courses are available in MTA's Online Learning Center (OLC) Held in three locations around the state in May 2025
16-Other Township Statutory Authority Credits: 2	6-hour class Board Authorities, Responsibilities & Roles (Catherine Mullhaupt / Judy Allen / Cindy) 1 credit 4-hour webinar Board Roles Who Does What (Cindy Dodge) 1 credit Governing an Accountable Fire Department (Larry Merrill) 1 credit 3-part webinar or 3-hour in-person course: Cemetery Management (Cindy Dodge) 1 credit	Pre-Conference class held in conjunction with MTA's 2025 Annual Conference These courses are available in MTA's Online Learning Center (OLC)
17-MTA Credits: 6	<u>Choose from these options and receive 6 points to earn full chapter credit:</u> Volunteering at MTA's Annual Educational Conference & Expo 2 credits Serving as a panelist or speaker at any MTA educational event 2 credits Attending an MTA's Professional Development Retreat 2 credits Attending MTA's UP North Summit 2 credits Attending MTA's Annual Educational Conference & Expo 2 credits Attending an MTA On the Road Regional Meeting 1 credit	