



Cooperative Communicators Association
174 Crestview Dr. | Bellefonte, PA 16823
Toll Free: 877-326-5994 | Fax: 814-355-2452
Email: CCA@communicators.coop
Website: www.communicators.coop

Master Cooperative Communicator Application

The Master Cooperative Communicators program recognizes excellence and achievement in cooperative communications. The MCC designation process helps members enhance their professional communications skills, positively impacting cooperatives they work for. This application can also serve as a guide that identifies areas for your future self-improvement.

If at any point in the application process you find yourself struggling or confused by the instructions or requirements, feel free to contact the CCA Business office to be assigned a mentor. MCC Mentors are CCA Members who are happy to help you as needed.

ELIGIBILITY

- You must be currently performing communications work for a cooperative organization.
- You must have three years' experience as a communicator or one year of experience plus a bachelor's degree. (One year of experience must be in cooperative communications.)
- The Master Cooperative Communicator designation is awarded to people who have earned a total of 100 points in various areas, which are earned by a combination of continuing education through seminars, workshops and credit courses, service to CCA, awards and a portfolio.
- The program fee for CCA members is \$150.00 for the initial designation and \$50.00 for renewal every two years. The program fee for non-CCA members is \$250.00 for the initial designation and \$100.00 for renewal every two years.

APPLICATION REQUIREMENTS – when saving documents, please save document with title and your name (Ex. EthicsJDoe, ApplicationJDoe, LetterJDoe). But to not exceed 20 characters.

- **MCC Application** – Includes current and previous employer information, education information, and statement of applicant and a points summary page. (The points page is used to tabulate your points to make sure you meet the 100-point minimum. If you do not have any "Service to CCA Additional Points," you may include additional Body of Knowledge items to make up the remaining 20 points once the requirement points have been met.)
- **CCA Cooperative Communicator Statement of Ethics** – Please sign and save document.
- **Body of Knowledge packet** (minimum 60 points) – Includes course/award information received throughout six categories (along with supporting documents): Knowledge of Cooperatives, Industry Knowledge, Technical Communications, Publications & Writing, Projects, and Planning & Programs. (Supporting documents include proof of attendance certificate, proof of registration, or similar documentation. For multi-session events where a brochure is used, documentation should clearly indicate specific sessions attended. CCA contest award include a sample of award entries or judges' comments related to your winning entry.)



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- **Work Sample Portfolio** (minimum 20 Points) – Four samples of your work (each sample is worth 5 points.) Must include samples from two or more of the Body of Knowledge categories; Technical Communications, Publications & Writing, Projects and Planning & Programs. Be sure to complete the Work Sample Portfolio page for each entry.
- **Letter of Recommendation** – Include a letter from a supervisor, co-worker, client or fellow CCA member who has worked with you professionally and can attest to your qualifications for the MCC designation.
- **Service to CCA** – Earn additional points for your dedication and service to CCA. (Can be found on the Points Summary page.)
- **Payment form** - Payment can be made online or by downloading and submitting the PDF payment form.

HOW TO SUBMIT

- Once you have completed the application and gathered the required documentation, email the business office at cca@communicators.coop with your payment form. (\$150.00 member; \$250.00 non-member) by April 16th or October 16th (Only payment form needs to be sent initially).
- Be prepared to submit all materials electronically. Upon receipt of payment you will be sent an invitation to a link to Dropbox to continue with upload of the application and all supporting documents. (The Dropbox link information will not be provided until payment is received.)
- You will receive confirmation via email from education@communicators.coop once your Dropbox information has been received and throughout the process if there are any questions or concerns regarding your application. The CCA Business office will send additional email notification once your application has been approved (please allow one month from the deadline for review.)
- Applications will not be processed until application, supporting materials and fees are received.

Note: All Master Cooperative Communicator certificates will be presented at the institute and the MCC's recognized in the CCA Newsletter (summer or winter depending on the application deadline submitted). Applicants submitting materials for the October deadline will be recognized at the following year's CCA Institute, your MCC designation will start the year in which you submit your application.



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- Please type your information or print clearly -

Name of Candidate _____

Present Position

Employer* _____

Title or Position _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____ Fax _____

Length of time in this position: From (month/year) _____ To (month/year) _____

Immediate Supervisor _____

Supervisor's Title _____

**Consultants and freelancers working with cooperatives should list their co-op clients.*

Previous Employment

If you have not been in the above position for three years, please complete the following:

Employer* _____

Title or Position _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____ Fax _____

Length of time in this position: From (month/year) _____ To (month/year) _____

Immediate Supervisor _____

Supervisor's Title _____



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Previous Employment (continued)

Type of organization or business _____

Describe your responsibilities _____

Education

List all colleges and universities you have attended and degrees earned.

Letter of Recommendation

I have enclosed one recommendation letter from _____

Statement of Applicant

I certify that the information and statements provided in this application and the Master Cooperative Communicator Body of Knowledge Reporting Form are true. I have also read and will adhere to the CCA Cooperative Communicators Statement of Ethics.

Signature _____ Date _____

The application, fees and supporting materials must be received in the CCA Business office by April 16 OR October 16. Those who submit their materials by the deadlines will be recognized at the next upcoming Institute and in an upcoming issue of CCA Communique. Please note, applications will not be processed until application, supporting materials and fees are in place.



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Name _____

POINTS SUMMARY

Summarize your points below: (Be sure to include supporting documentation.)

Body of Knowledge (must earn a minimum of 10 points in each category)

Knowledge of Cooperatives _____

Industry Knowledge _____

Technical Communications Knowledge _____

Publications & Writing _____

Projects _____

Planning & Programs _____

Work Sample Portfolio (20 points – 4 work samples) _____

Service to CCA (additional points):

(10 points) Chaired the _____ CCA Committee(s)

(5 points) Served on the _____ CCA Committee(s)

(25 points) Served on the CCA Board _____ (years and offices held)

(30 points) Received Michael Graznak Award _____ (date)

(30 points) Received H.E. Klinefelter Award _____ (date)

(10 points) CCA Communications Contest Best of Show Award _____
_____ (award and date)

Total Service to CCA Additional Points Total _____

Total Points (minimum of 100) _____