



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 Renewal Application

ELIGIBILITY

To maintain your MCC designation, you must affirm the value of your continual professional development every two years.

The Master Cooperative Communicator designation renewal requires an accumulation of 50 points from a combination of the Body of Knowledge and service to CCA categories, one sample of your work and a Professional Development Statement.

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

- **MCC Renewal Application** - MCC Renewal includes current employer information, statement of applicant, professional development statement and a points summary page. (The summary page is used to tabulate your points to make sure you meet the 50-point minimum. If you do not have any “Service to CCA Additional Points” you may include additional Body of Knowledge items from within the last two years, to make up the remaining 35 points once the required points have been met.)
- **CCA Cooperative Communicator Statement of Ethics** – Please sign and save document.
- **Professional Development Statement** (10 points) - Summarize your activities and work in the past two years. Explain how they have advanced your cooperative, strengthened CCA and fit into your personal career development strategy.
- **Work Sample Portfolio** (5 points) - ONE sample of your work must be submitted – choose your category from the Body of Knowledge. Only work created and completed in the past two years can be submitted. Be sure to complete the Work Sample Portfolio page for each entry.
- **Service to CCA** - Earn bonus points for your dedication and service to CCA within the past two years. (Can be found on the Points Summary page.)
- **Body of Knowledge packet** (if applicable) - Includes six categories: Knowledge of Cooperatives, Industry Knowledge, Technical Communications, Publications & Writing, Projects, and Planning & Programs.
 - Any activities in the Knowledge of Cooperatives or Industry Knowledge categories must be advanced work. *For example, a Co-op 101 half-day seminar was appropriate for your initial designation, but additional credit will be given only for multiple-day, intensive study such as the Graduate Institute of Cooperative Leadership, CCA Annual Institute, CCA Regional Workshop, or any number of training workshops related to cooperatives or your specific industry.*
 - Your additional, advanced activities will most likely be in the areas of Technical Communications, Publications & Writing, Projects, or Planning & Programs. List a seminar or course that has earned you points and provide supporting documents. (Supporting documents include proof of attendance certificate, proof of registration, or similar documentation. Multi-session events where 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



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 Renewal Application

winning entry.)

- **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. (\$50 member; \$100 non-member) by April 16 or October 16 (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 made.)
- 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.



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 Renewal Application

- Please type your information or print clearly -

Name _____

Present Position _____

Co-op Employer* _____

Address _____

City _____ State/Province _____ Zip Code _____

Email _____

Telephone _____ Fax _____

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

Co-op CEO _____

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

Statement of Applicant

I certify that the information and statements provided in this renewal application and the Master Cooperative Communicator Body of Knowledge Reporting Form are true.

Signature _____ Date _____



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 Renewal Application

Name _____

Professional Development Explanation (10 points):

Please tell us about your activities and work in the past two years. Explain how they have advanced your cooperative, strengthened CCA and fit into your personal career development strategy.



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 Renewal Application

Name _____

POINTS SUMMARY

You are not required to earn points in every category. You must submit a work sample from the past two years and your Professional Development Explanation. The remaining 35 points may be all under Body of Knowledge, all under Service to CCA, or a combination of the two.

Summarize your points below: (include supporting documentation)

- | | | |
|-------------|--|-------|
| (10 points) | Professional Development Explanation (required) | _____ |
| (5 points) | Work Sample (required) | _____ |
| | Service to CCA Points (must be within the past 2 years): | |
| (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) | _____ |

If you have not reached a total of 50 points in the above categories, please use the body of knowledge packet to earn the remaining points.

Body of Knowledge

- | | | | |
|--------------------------------|-------|------------------------|-------|
| Knowledge of Cooperatives | _____ | Publications & Writing | _____ |
| Industry Knowledge | _____ | Projects | _____ |
| Tech. Communications Knowledge | _____ | Planning & Programs | _____ |

Total Points (minimum of 50) _____