



Cooperative Communicators Association  
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 Website: [www.communicators.coop](http://www.communicators.coop)

## Master Cooperative Communicator

### Renewal Checklist and Points Verification (for your records only)

Please use this list to help prepare you for completion and upload of your MCC renewal application which can be completed at <https://ccacommunicators.awardsplatform.com/>

- Personal Information** (required) Includes: contact information, employment history with contact information
- Body of Knowledge (BOK) content (optional)** Details for BOK categories are outlined within the Body of Knowledge Information document found on CCA's MCC webpage.

**\*Note: If you have met the minimum renewal point requirements using the professional development statement, work samples, service to CCA and awards from CCA, then you do not need to complete the Body of Knowledge information to renew. \***

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

- CCA Cooperative Communicator Statement of Ethics** (required) completed electronically within the system
- Professional Development Statement** (required) (10 points) \_\_\_\_\_  
Statement should outline 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** (required) (5 points) Includes: Title, BOK category, Your role, Audience, Objectives, How sample was used and when, Challenges, Result and how the sample met its goals \_\_\_\_\_
- Service to CCA** (optional) all service must be within the past 2 years, be prepared to list specific committee/chair positions and dates of service/award
  - (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 Points (minimum of 50)** \_\_\_\_\_

- Payment method** (required) credit card online, or print invoice and mail a check