

REGISTRATION - Clerks Certification Test Levels I, II, & III

09/15/17 TMCEC in Office	02/09/18 McAllen Clinic	05/16/18 TMCEC In Office
10/25/17 Longview Hilton Garden Inn*	02/13/18 Houston Omni Westside*	06/06/18 El Paso Wyndham*
10/20/17 TMCEC In Office	03/07/18 Addison Crowne Plaza*	06/13/18 Austin Omni Southpark*
11/16/17 Austin Omni Southpark*	03/23/18 TMCEC In Office	06/27/18 Marriott San Antonio*
12/15/17 Austin Omni Southpark*	03/28/18 Traffic Safety*	07/20/18 Austin Omni Southpark*
01/10/18 San Antonio Omni Colonnade*	04/04/18 Lubbock Overton Hotel*	08/10/18 TMCEC in Office
01/24/18 Galveston San Luis Resort*	04/20/18 TMCEC In Office	
02/01/18 Austin Crowne Plaza*	05/02/18 SPI Isla Grand*	

The Texas Municipal Courts Education Center, in cooperation with the Texas Court Clerks Association, Texas Municipal Courts Association, and Texas State University, is sponsoring the Municipal Court Clerks Certification Program. In order to advance through the different levels, clerks must pass a standardized written exam at each level and satisfy certain other requirements.

Exam Times: Most exams are held from *1:00 - 5:00 p.m. immediately following TMCEC Regional Clerks programs. Testing in McAllen will take place from 8:30 a.m. - 12:30 p.m. on the day after the clinic. Testing in the TMCEC office begins at 9:00 a.m. and ends at 1:00 p.m.

Eligibility: To be eligible to take the Level II test, you must have achieved Level I certification, and to take the Level III test, you must have achieved Level II certification. Bring your photo ID, plenty of number 2 pencils, proof of test registration and payment.

Payment: A non-refundable, non-transferable registration fee of \$75 for TCCA/TMCA members per test, or \$150 for non-members per test is required. If taking Level II or III in parts the fee is \$25 per part for members and \$50 per part for non-members. Make checks payable to TMCEC and mail payment to **2210 Hancock Drive, Austin, Texas 78756**. Cash will not be accepted. Credit Card payments may be faxed to **512.435.6118 or emailed to certification@tmcec.com**. PREP COURSES ARE NOT ELIGIBLE FOR ONLINE REGISTRATION

Deadline: The application and fee must be received by TMCEC at least five business days prior to the date of the test. If registering by fax, remember to mail your check so that it is received by the deadline. Advance payment is required for admission to the test.

Site: _____ Date of Test: _____

I am a member in good standing today of : TCCA Member TMCA Member I am not a member: Non-Member

I wish to take the following test(s): Level I Level II (*all three parts*) Level III (*all three parts*)
 Level II Part A Level II Part B Level II Part C
 Level III Part A Level III Part B Level III Part C

Name: _____ City Served: _____

Court Mailing Address: _____

City: _____ Zip: _____

Court Telephone No.: _____ Email.: _____

Credit Card Payment:			
<i>Credit card type:</i>	<i>Amount to Charge:</i>	<i>Credit Card Number</i>	<i>Expiration Date</i>
<input type="checkbox"/> Master Card	\$ _____	_____	_____
<input type="checkbox"/> Visa	<i>Name as it appears on car (print clearly):</i> _____		
<i>Authorized Signature:</i> _____			

I certify that I have read the requirements to participate in the Clerks Certification Program. I understand that if for any reason I am unable to take the test as scheduled, the fee will not be refunded to me nor will I be allowed to credit this payment to take the test at another date and time.