

Registration for Clerks Certification Test Levels I, II, & III

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. The tests are usually from 1:00 - 5:00 p.m. the day after each TMCEC Regional Clerks programs. Testing in San Angelo, McAllen, and Beaumont will take place from 8:30 a.m. - 12:30 p.m. on the day after the clinic. Testing at TMCEC's office will be held from 9:00 - 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.

Registration: Fax or mail the application, along with your payment, to TMCEC. If you are registering for the Level II or Level III test, include a copy of the prior level certificate.

Payment: A non-refundable, non-transferable registration fee of \$75 for TCCA members per test, or \$150 for non-TCCA members per test is required. If taking Level III in parts, \$25 per part for members and \$50 per part for non-members is required. If **retaking** parts in Levels II & III, the same fees apply. 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**.

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.

Confirmation: Your cleared check will serve as your confirmation of registration and your receipt.

Bring along: Pencil and photo ID.

05/03/17	SPI Isla Grand	06/13/17	Austin Omni Southpark	08/17/17	Austin Omni Southpark
05/26/17	TMCEC Office	06/28/17	Addison Crowne Plaza	08/26/17	San Marcos Embassy Suites
06/07/17	Odessa MCM Elegante	07/21/17	Austin Omni Southpark		

Site: _____ Date of Test: _____

Please check one: TCCA Member TMCA Member Non-Member (*Membership status will be verified*)

Level of Test: Level I Level II (*all three parts*) Level III (*all three parts*)
Retest Level and Part(s): 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: Master Card Visa
Amount to Charge: \$ _____ Credit Card Number _____ Expiration Date _____

Name as it appears on car (print clearly): _____

Authorized Signature: _____

Email Receipt to: _____

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.

Applicant's Signature

Date

Return form to: TMCEC • 2210 Hancock Drive • Austin, TX 78756 • or send by Fax 512.435.6118