

Preparation Courses Levels I and II

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

The pre-conference prep sessions are usually from 1:00 - 5:00 p.m. on Day 1 at the site of the TMCEC regional programs. Dates are:

10/24/16 Tyler Holiday Inn South Broadway
11/15/16 Austin Omni Southpark
01/09/17 San Antonio Omni at the Colonnade
01/29/17 Galveston San Luis Resort Spa
02/26/17 Omni Houston Westside
03/06/17 Addison Crowne Plaza

03/27/17 Austin Omni Southpark
04/03/17 Amarillo Wyndham Garden Inn
05/01/17 SPI Isla Grand
06/05/17 Odessa MCM Elegante
06/26/17 Addison Crowne Plaza

Participants are responsible for bringing their own materials to the session. The cost of the guide is \$25 and may be ordered from TMCEC or printed, at no charge, from our website: www.tmcec.com, under the Resources tab.

Clerks may attend the preparation course regardless of whether they are registered for the regional conference. However, TMCEC will provide housing only for registrants at the regional conference.

To Register: Mail or fax the registration form attached at the bottom of this notice.

Class: The classes are usually conducted from 1:00 - 5:00 p.m. on Day 1 of each regional program, usually at the seminar site. Please pick up the course material from TMCEC staff at the hotel. Attendees will receive four hours of credit towards the educational requirements of the certification program. No partial credit will be awarded.

Note: TMCEC Prep Sessions at regional seminars are contingent upon a minimum of four people, per level, registering two weeks prior to the start date of the seminar. TMCEC will notify participants if the session is canceled.

CERTIFICATION PREPARATION COURSE REGISTRATION FORM

Site: _____

Date of Preparation Course: _____ Level I _____ Level II _____

Name: _____ Email: _____

City Served: _____

Status:

- Full-time Part-time
 Court Administrator Court Clerk Deputy Clerk Other (specify): _____

Court Mailing Address: _____ Email: _____

City: _____ ZIP: _____

Court Telephone No.: _____ Court Fax No.: _____

I certify that I am currently serving as municipal court support personnel in the State of Texas.

Applicant's Signature

Date:

Return form to:

TMCEC • 2210 Hancock Drive • Austin, TX 78756 • or send by Fax 512.435.6118