

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. The dates are:

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|-----------------|---|-----------------|------------------------------------|
| 10/23/17 | Longview Hilton Garden Inn* | 03/26/18 | San Antonio Traffic Safety* |
| 11/14/17 | Austin Omni Southpark* | 04/02/18 | Lubbock Overton Hotel* |
| 01/08/18 | San Antonio Omni at the Colonnade* | 04/30/18 | SPI Isla Grand* |
| 01/22/18 | Galveston San Luis Resort* | 06/04/18 | El Paso Wyndham* |
| 02/11/18 | Omni Houston Westside* | 06/25/18 | San Antonio Marriott* |
| 03/05/18 | Addison Crowne Plaza* | | |

Participants are responsible for bringing their own study guides to the session. Spiral bound and tabbed study guides may be ordered from TMCEC at a cost of \$25 or you may access the free online version 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 conference. The prep session qualifies for 4 hours of certification credit. You must attend all 4 hours to obtain credit. No partial credit will be given.

To Register: Please submit registration form **only 1** time by mail, fax or email to certification@tmcec.com, fax # 512.435.6118. TMCEC, 2210 Hancock Drive, Austin Texas, 78756. **PREP COURSES ARE NOT ELIGIBLE FOR ONLINE REGISTRATION**

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.

REGISTRATION FORM - CERTIFICATION PREPARATION COURSE

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