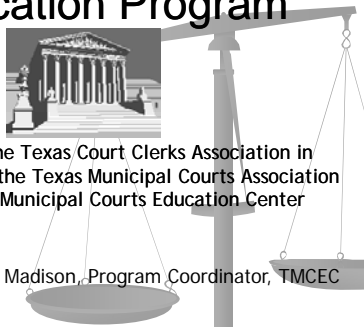


Municipal Court Clerk Certification Program



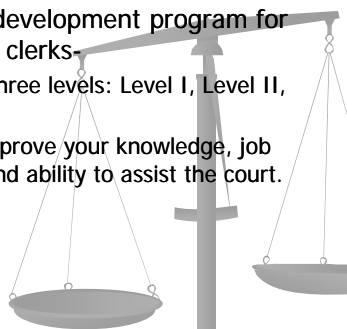
Sponsored by the Texas Court Clerks Association in Cooperation With the Texas Municipal Courts Association and the Texas Municipal Courts Education Center

Presented by Tessa Madison, Program Coordinator, TMCEC



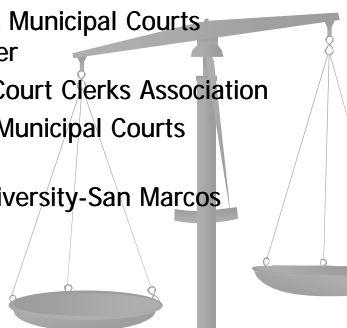
What is It?

- A professional development program for municipal court clerks
 - Comprised of three levels: Level I, Level II, and Level III;
 - Designed to improve your knowledge, job performance and ability to assist the court.



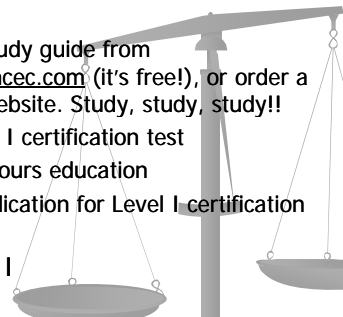
Who Is Involved?

- TMCEC – Texas Municipal Courts Education Center
- TCCA – Texas Court Clerks Association
- TMCA – Texas Municipal Courts Association
- Texas State University-San Marcos



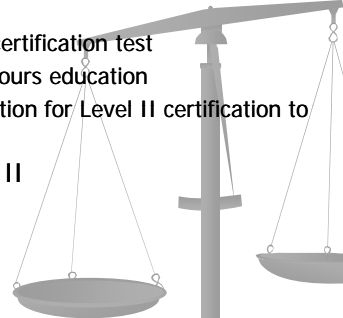
Where do I start?

- Level I
 - Download a study guide from <http://www.tmcec.com> (it's free!), or order a copy off the website. Study, study, study!!
 - Take the Level I certification test
 - Complete 40 hours education
 - Submit an application for Level I certification to TMCEC
- Move to Level II



Then what?

- Level II
 - Take Level II certification test
 - Complete 40 hours education
 - Submit application for Level II certification to TMCEC
- Move to Level III



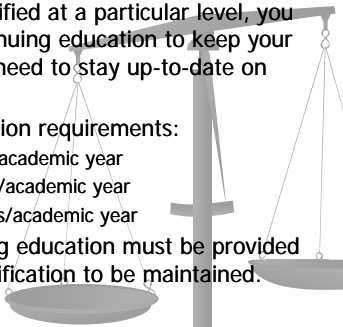
What's Level III?

- Level III is the highest level of certification. Once you become Level III certified, you earn the title of Certified Municipal Court Clerk (CMCC).
- Requirements for Level III:
 - Complete Level III Certification Exam;
 - Complete Court Observation Journal
 - Attend 24-Hour Assessment Clinic
 - 12-Hour Court Administrator seminar
 - Complete 28 hours training



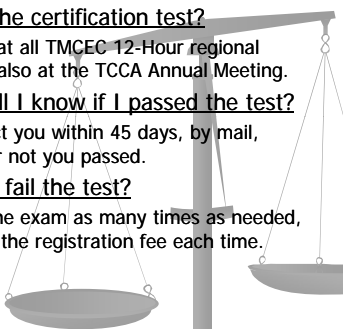
Keeping Your Certification

- Once you are certified at a particular level, you must attend continuing education to keep your certification. You need to stay up-to-date on court procedure!
- Continuing education requirements:
 - Level I: 12 hours/academic year
 - Level II: 12 hours/academic year
 - Level III: 20 hours/academic year
- Proof of continuing education must be provided to TMCEC for certification to be maintained.



FAQs

- When can I take the certification test?
 - Tests are offered at all TMCEC 12-Hour regional conferences, and also at the TCCA Annual Meeting.
- How and when will I know if I passed the test?
 - TMCEC will contact you within 45 days, by mail, stating whether or not you passed.
- What happens if I fail the test?
 - You can re-take the exam as many times as needed, but you must pay the registration fee each time.



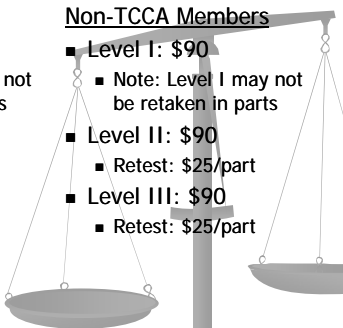
How Much Does It Cost?

TCCA Members

- Level I: \$50
 - Note: Level I may not be retaken in parts
- Level II: \$50
 - Retest: \$25/part
- Level III: \$50
 - Retest: \$25/part

Non-TCCA Members

- Level I: \$90
 - Note: Level I may not be retaken in parts
- Level II: \$90
 - Retest: \$25/part
- Level III: \$90
 - Retest: \$25/part



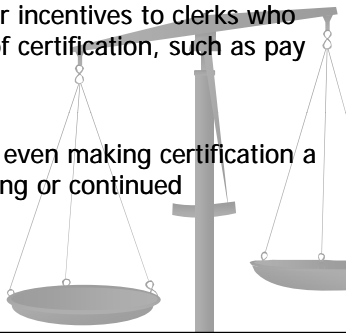
Everyone's Doing It...

- 224 different cities have clerks certified, and the list keeps growing...
- 458 Level I Certified Municipal Court Clerks
- 278 Level II Certified Municipal Court Clerks
- 35 CMCC, Level III Certified Municipal Court Clerks



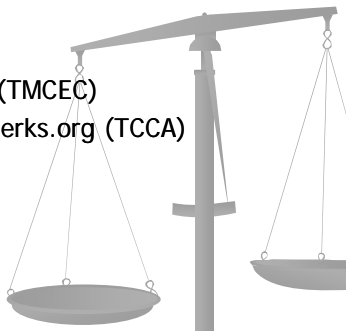
Need More Incentive?

- Many cities offer incentives to clerks who achieve levels of certification, such as pay raises.
- Some cities are even making certification a condition of hiring or continued employment!



Websites

www.tmcec.com (TMCEC)
www.texasclerkclerks.org (TCCA)



FY 2010 Changes

- Exam payments will be payable to TMCEC, **not** TCCA
- Cost of TMCEC Study Sessions will go from \$15 to \$25
- www.cali.org – New way to get hours

