

# RETAKE REGISTRATION FORM

## APPLICATION 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-San Marcos is sponsoring 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 tests are from 1:00-5:00 p.m. at the site of the TMCEC 12-hour programs. Tentative test sites and dates are:

10/28/11 Tyler Holiday Inn Select  
11/9/11 Austin Omni Southpark  
1/11/12 San Antonio Omni Hotel  
1/26/12 Austin Doubletree Hotel  
2/8/12 Crowne Plaza Addison

3/6/12 Houston Omni Westside  
3/21/12 Crowne Plaza Addison  
4/11/12 Lubbock Overton Hotel  
5/1/12 S. Padre Isla Grand

5/18/12 Austin Omni Southpark  
5/22/12 Galveston San Luis Resort  
6/13/12 El Paso Wyndham Hotel  
6/26/12 Austin Omni Southpark

**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:** Mail the application for testing and a copy of your TCCA membership card (for discounted exam registration fee), along with your payment to TMCEC, 1609 Shoal Creek Blvd., Suite 302, Austin, Texas 78701. 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 \$50 for TCCA members per test or \$90 for non-TCCA members per test is required. If **retesting** in parts for Levels II & III, \$25 per part is required. Make check or money order payable to **TMCEC** and mail payment to **1609 Shoal Creek Blvd, Suite 302 Austin, Texas**. Cash will not be accepted.

**Deadline:** The application and fee must be received by TMCEC five (5) working days prior to the date of the test. If registering by fax, remember to mail check so that it is received by the deadline. Advance payment is required for admission to the test.

**Confirmation:** Your cancelled check will serve as your confirmation of registration and your receipt. No other receipts will be issued.

**Bring along:** Pencil, photo ID, and current TCCA membership card. A photo ID is required to take the examination.

### TEST REGISTRATION FORM

Site: \_\_\_\_\_ Date of Test: \_\_\_\_\_

Level of Test:  Level I  Level II (All three parts)  Level III (All three parts)  
Retest:  Level II  Level II  Level II  Level III  Level III  Level III  
Part A Part B Part C Part A Part B Part C

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Served: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Status:  Full-Time  Part-Time  Court Administrator  Court Clerk  Deputy Court Clerk  Other (specify) \_\_\_\_\_

Court Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Court Telephone No: \_\_\_\_\_ Court Fax No: \_\_\_\_\_

*I certify that I have read the eligibility requirements to participate in the Municipal Court Clerks Certification Program. I further 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 and payment to:  
TMCEC • 1609 Shoal Creek Blvd., Suite 302 • Austin, TX 78701 • or send by FAX 512/435-6118