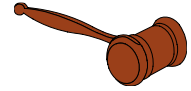




Texas Court Clerks Association



APPLICATION FOR MUNICIPAL COURT CLERKS CERTIFICATION LEVEL I

To apply for certification, you must have completed the following eligibility requirements:

1. Must have passed the test and:
2. Must provide proof that three years preceding the application for certification, the applicant has successfully completed 40 hours of training as sponsored by the TCCA (state or local chapter), TMCA, TMCEC, or an alternate approved provider; or a combination thereof.

Participants will receive a certificate of completion upon attainment of each of the three levels. When the entire three-level professional program has been completed, the participant will have earned the title of Certified Municipal Court Clerk and will be authorized to place the designation of CMCC following his/her name.

Name: _____ Application Date: _____

City Served: _____ Date Hired: _____

Court Mailing Address: _____ City: _____ Zip: _____

Court Telephone Number: () _____ Fax Number: () _____

Status: _____ Full Time _____ Part-time Email: _____

Position: _____ Court Administrator _____ Court Clerk _____ Deputy Court Clerk _____ Other (Specify):

* I hereby swear or affirm that I have completed the certification requirements for Level I as indicated by the filing of this application.

Applicant's Signature _____ Date _____

Sworn and subscribed before me this _____ day of _____ 20__

_____ Notary Public/ Court Clerk

SEAL



Before submitting your application, be sure have you enclosed the following:

- Certificates as proof of completion of the education requirements
- Proof of passing the Level I certification exam

Mail to: Texas Municipal Court Education Center; 1609 Shoal Creek Blvd. Ste. 302; Austin, Texas 78701
This is a cooperative project of Texas Court Clerks Association, Texas Municipal Courts Education Center,
Texas Municipal Courts Association and Texas State University-San Marcos.