

**PRE-CONFERENCE 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-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 pre-conference courses are from 1:00-5:00 p.m. at the site of the TMCEC 12-hour programs. Tentative dates are:

10/26/11 Tyler Holiday Inn Select	3/4/12 Houston Omni Westside	5/20/12 Galveston San Luis Resort
11/7/11 Austin Omni Southpark	3/19/12 Addison Crowne Plaza	6/11/12 El Paso Wyndham Airport
1/9/12 Omni San Antonio Hotel	4/9/12 Lubbock Overton Hotel	6/24/12 Austin Omni Southpark
2/6/12 Addison Crowne Plaza	4/29/12 S. Padre Isla Grand Resort	

All materials necessary will be provided. The cost of the guide is \$25 and may be ordered from TMCEC or printed at no charge from our website: [www.tmcec.com](http://www.tmcec.com) under the Resources tab.

Clerks may attend the preparation course regardless of whether they are registered for the 12-hour conference. However, TMCEC will not provide housing.

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

**Costs:** A non-refundable fee of \$25 per attendee is required. Make check payable to TMCEC. Check must be received no later than five working days prior to the seminar. Advance payment is required for admittance.

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

**Class:** The classes will be conducted from 1:00 to 5:00 p.m. the day before each 12-hour 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.

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**PRE-CONFERENCE PREPARATION COURSE REGISTRATION FORM**

Site: \_\_\_\_\_ Level of Test:  Level I  Level II (Check One)

Date of Preparation Course: \_\_\_\_\_

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: \_\_\_\_\_

**A non-refundable, non-transferable fee of \$25 must accompany this registration form. Make checks payable to TMCEC.**

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

\_\_\_\_\_  
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