REGISTRATION 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 when taking any of the three tests in its entirety is required. If taking Level III in parts, $25 per part is required. If **retesting** for any part of Levels II & III, a $25 fee per part is required (or $50 for all 3 parts). 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 check will act as a receipt. No other receipts will be issued. Please note that the check processing can take up to 3 months due to the shipping of checks.

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 I ❑ 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