

# MUNICIPAL COURT CLERK CERTIFICATION RENEWAL APPLICATION (11-12)

In order to maintain certification, at each of the three levels, it is required that the continuing education requirement be met each academic year. In order to maintain the Level I and Level II certification, 12 hours of continuing education must be completed each academic year. For those who are **Certified Municipal Court Clerks**, Level III certified, the continuing education requirement is 20 hours of education each academic year. For 2011-2012, the academic year is September 1, 2011 to August 31, 2012. **Clerks certified at each level must submit proof of their continuing education hours in order to maintain certification.**

The educational requirements can be met through the following approved providers:

- Texas Court Clerk Association (TCCA) - local chapters and annual conferences
  - Texas Municipal Courts Association (TMCA)
  - Texas Municipal Courts Education Center (TMCEC)
  - National Center for State Courts (NCSC)
  - National Association of Court Managers (NACM)
  - Institute for Court Management (ICM)
- Texas Department of Licensing and Regulation (TDLR) Approved Training for Court Interpreters
  - Teen Court Conference (up to 12 hours)
  - TMCEC Live or Archived Webinars (up to 7 hours) **OR**;
  - CALI-Law (up to 7 hours) **\*Please note, the total hours of online credit that can be obtained is 7 hours, this includes both CALI and webinars.**

This Municipal Court Clerk Certification Renewal Application must be completed and returned to TMCEC prior to September 1, 2012. **Remember to include copies of the certificates documenting your attendance.**

## RENEWAL APPLICATION

Level of Certification Applied for:     Level I             Level II             Level III

Name: \_\_\_\_\_

City Served: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Educational Seminar Attended:	Date(s):	Provider:	Number of Hours:

*I certify that I have met the continuing education requirements as required by the Municipal Court Clerk Certification Program. I have enclosed/attached copies of the certificates documenting my attendance at the above listed programs.*

\_\_\_\_\_  
Applicant's Signature Date

Return form to:  
TMCEC \* 1609 Shoal Creek Blvd., Suite 302 \* Austin, TX 78701 \* or send by FAX 512/435-6118