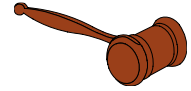




# Texas Court Clerks Association



## APPLICATION FOR MUNICIPAL COURT CLERKS CERTIFICATION LEVEL II

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 you have enclosed the following:

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

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.