



APPLICATION Clerk Certification

Revised 9/2022

Eligibility Requirements:

1. Passing exam within the past three (3) years (exam expires after three years)
2. Forty (40) hours of education from an approved provider (education expires after three years)
3. Those applying for Level I must have taken the 32-hour New Clerks Seminar

Application Instructions:

1. This application will must be perfected by completing all sections and including all requirements.
2. You may attach a PDF copy of your TMCEC transcript as proof of hours. For other providers, you must attach a certificate.
3. Applicant must indicate Level I or Level II in the section below.
4. A maximum of eight (8) of the forty (40) required hours may be achieved through webinars.
5. Use your most recent hours of education, including hours achieved during the current academic year.
6. You may check your status by accessing your online profile through TMCEC under the "Clerk Certification" tab.
7. Approved providers are TCCA (state or local chapter), TMCA, TMCEC, or an alternate approved provider.

Additional Information:

- It may take several weeks to process your application.
 - First login and check your personal profile.
 - If it has not been processed within 3 weeks, call 512.320.8274 or email certification@tmcec.com.
- Participants will receive a formal certificate from TCCA through the mail after the application has been approved.
- Upon the posting of your certification level, you are authorized to place the designation of CCCI or CCCII (respectively) following your name.
- 12 hours of education will be required each TMCEC academic year thereafter (9/1 to 8/31)
- Your renewal will be displayed under the clerk certification tab on your profile. (i.e., 2022-2023 YES)

I am applying for (Check one):

☐ Level I

☐ Level II

Name: _____ Application Date: _____

City Served: _____ Date Hired: _____

Court Mailing Address: _____ City: _____ Zip: _____

Court Telephone Number: _____ Fax Number: _____

I am: ☐ Full Time ☐ Part-time Email: _____

Title: ☐ Court Administrator ☐ Court Clerk ☐ Deputy Court Clerk ☐ Juvenile Case Manager

☐ Other (Specify): _____

My signature on this application indicates that all the information I have provided is true and correct as indicated in this application.

Applicant's Signature: _____ Date: _____



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

- ☐ PDF copy of your TMCEC personal transcript or certificate(s) of education hours which combined show proof of completing a total of 40 hours of approved education hours.
- ☐ Proof of passing the Level I certification exam (may be printed from your personal profile/clerk certification/exams).
- ☐ To properly file, email to certification@tmcec.com

This is a cooperative project of Texas Court Clerks Association (TCCA), Texas Municipal Courts Association (TMCA), Texas Municipal Courts Education Center (TMCEC), and Texas State University-San Marcos.

For TMCEC Only:

- ☐ Hours satisfied current academic year
- ☐ Sent to TCCA President _____
- ☐ Number of Webinars: _____ (not more than 8)
- ☐ Total Number of hours _____