

Attachment E

APPLICATION FOR LEVEL III CERTIFIED MUNICIPAL COURT CLERK - CMCC

To apply for certification, you must provide proof of completion for the following eligibility requirements:

1. "Certificate of Exam Success" for each part of the Level III tests. You can access this on your TMCEC personal profile.
2. Certificate of completion for the 12-hour court administrator program within 3 year prior to application.
3. Certificate of completion for the 24-hour Assessment Clinic. (no expiration date)
4. Certificate of completion (or TMCEC academic record) for an additional 28 hours of approved education sponsored by TMCEC, TCCA (state or local chapter), TMCA, or a combination thereof.
5. TMCEC records must show you as certified Level I & II in good standing.
6. Official letter indicating successful completion of the *Journal and Court Observation* portion of the program.

Upon approval of this application, your Level III status will be updated in your personal profile, notification will be submitted to the TCCA President and the TCCA Education Committee Chair(s) for recognition before your city council and presentation of your certificate. **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: _____ Title: _____

Court Mailing Address: _____

Court Telephone Number: _____ Fax Number: _____

E-mail: _____ # of years of experience: _____

Position: ☐ Court Administrator ☐ Court Clerk ☐ Deputy Court Clerk ☐ Juvenile Case Manager
☐ Other (Specify): _____

I hereby attest that I have completed the certification requirements for Level III as indicated by the filing of this application.

Applicant's Signature _____ Date: _____

For your certificate:

Please check one: ☐ Yes, I would like my certificate mounted ☐ No, do not mount my certificate

Email to certification@tmcec.com.

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.