

RENEWAL FORM

PROOF OF ANNUAL HOURS OR PROBATIONARY HOURS

To maintain certification, it is required that continuing education be met each academic year. Annually, 12 hours of continuing education must be completed for Level I and Level II and 20 hours for Level III. The academic year begins each September 1st and ends each August 31st.

- Level I or II certified clerks in attendance at a TMCEC regional program who attend at least 12 hours and properly completed and turned in a "Record of Attendance" form at the end of the program will be automatically renewed and do **not** need to send in a renewal form.
- Level III certified clerks must submit a renewal each year.
- Clerks who attended education through other approved providers must submit a renewal each year.
- Clerks who failed to file renewal hours must complete double hours within the probationary year or lose certification.

Educational requirements may be met through the following approved providers:

(Some providers must be preapproved. Annual Conferences are approved each year by the TCCA Education Committee based on the agenda for that program)

Texas Court Clerk Association (TCCA) local chapters and annual conferences	Texas Department of Licensing and Regulation (TDLR) Approved Training for Court Interpreters
Texas Municipal Courts Association (TMCA)	Governmental Collectors Association of Texas (GCAT)
Texas Municipal Courts Education Center (TMCEC)	TMCEC Live or Archived Webinars
Teen Court Conference (up to 12 hours)	Pre-Approved Courses NCSC, NACM, ICM

The Renewal Application must be completed and returned to TMCEC by August 31st of each year. Remember to include proper documentation of your attendance. Incomplete forms will not be processed.

RENEWAL APPLICATION FOR: ☐ Level I ☐ Level II ☐ Level III

Please print clearly:

Name: _____

City Served: _____

Court Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Office phone: _____ E-mail: _____

I certify that I have attached education as required by the Municipal Court Clerk Certification Program (select one):

☐ 12 hours or ☐ 24 Probationary hours (Level I & II)

☐ 20 hours or ☐ 40 probationary hours (Level III)

Enclosed is proof of my hours in the form of (select all that apply):

☐ TMCEC Transcript totaling the hours indicated above

☐ Certificates of Attendance from approved other provider(s)

Applicant's Signature

Date

Return renewal to:
Email: certification@tmcec.com