

TEXAS COURT CLERKS Certification and Educational Programs Policies and Procedures



Sponsored by:

Texas Court Clerks Association
Texas Municipal Court Association
Texas State University

Effective January 2024*

*(*Revised September 2023)*

Mission Statement

To provide members with a source of quality judicial education essential to establishing the highest level of professional standards and maintaining public confidence.

History and Background

Prior to the implementation of the Municipal Court Clerk Certification Program there were few career development programs to educate municipal court employees for their work in the court. The clerk training programs available, while offering continuing legal education, did not offer a sequenced, systematic curriculum. The program was built on existing resources, networks, and organizations. The Texas Court Clerks Association (TCCA), the Texas Municipal Courts Association (TMCA), and the Texas Municipal Courts Education Center (TMCEC), funded by the Texas Court of Criminal Appeals, continue to provide continuing legal education to clerks each year. Together, they aspire to provide a professional development program for all municipal court clerks, while improving the operations of the courts.

On April 26, 1995, members of the TCCA Certification and Educational Programs Committee (hereinafter referred to as the committee) and representatives from TMCEC met to take initial steps to create the Municipal Court Clerk Certification Program. The TCCA Education Committee reviewed various alternatives before moving forward with the present certification program.

The Education Committee reviewed certification models from other associations, including the Texas Society of Association Executives, the Texas City Secretaries, and human resource certification programs.

Funding was secured through a State Justice Institute grant for a qualified consultant to identify exemplary certification programs, attend existing seminars for court clerks, conduct focus groups and interviews, and develop examinations based off the data collected. Through this grant and additional funds, the certification program took form. Study guides and exams were developed. The program was evaluated and received high marks. In 1997, at the close of the grant period, TCCA and TMCEC assumed all responsibility for continuing to operate the program.

The program continues to thrive, thanks to the hard work of those involved with the program since its inception, including a joint endeavor with Texas State University who began supporting the program in 2003.

The committee will maintain two documents. One for historical purposes: *Certification Program Handbook*, which excludes rules and *Policies and Procedures*, which contains rules, procedures and policies. The Policies and Procedures are reviewed and updated on an annual basis.

Table of Contents

Mission Statement	1
History and Background	1
I. ROLES AND RESPONSIBILITIES	4
A. Texas Court Clerks Association (TCCA)	4
1. Committee Roles and Responsibilities	4
2. Committee Chairs.....	4
3. Certification Program Financial Manager	5
B. Texas Municipal Court Association (TMCA)	5
1. Roles and Responsibilities	5
2. Committee Member.....	5
C. Texas Municipal Court Education Center (TMCEC)	5
1. Roles and Responsibilities	5
2. Committee Members	5
3. Certification Program Coordinator.....	6
4. Meeting Responsibilities	6
5. Intern/Temporary Employee.....	6
A. Texas State University	6
1. Roles and Responsibilities/Committee Member.....	7
B. <i>Ex Officio</i> Members	7
II. EDUCATION AND TRAINING	7
A. Approved Standing Education Providers.....	7
1. Standard Providers.....	7
2. Case-by-Case Providers	7
B. TCCA Annual Conference	8
C. TCCA Hosted Legislative Updates.....	9
D. Education Committee Hosted Training	9
1. Responsibilities	9
2. Fees	9
3. Expenses.....	9
E. Region Hosted Training	10
1. Region Application Process	10
F. Virtual “Live” Training	10
G. “No Show” Policy for Educational Events	11
1. Timely Cancellation Required	11
2. Failure to Attend Educational Event	11

3.	Fee.....	11
4.	Future Registration Hold.....	11
5.	Failure to Attend Due to an Emergency Circumstance.....	12
H.	Non-Member Attendance to TCCA Educational Events.....	12
I.	Test Prep Sessions.....	12
1.	Scheduling.....	12
2.	Prep Session Facilitators.....	12
3.	Materials.....	13
4.	Clerk Guides.....	13
5.	Credit Hours.....	13

III. CERTIFICATION14

A.	Certification Program Eligibility Requirements.....	14
B.	Certification Titles.....	14
C.	CMCC Retired Designation.....	14
1.	Purpose.....	14
2.	Qualifications.....	14
3.	Application.....	15
D.	Certification Process.....	15
1.	Level I.....	15
2.	Level II.....	15
3.	Level III.....	16
E.	Level III Course of Study and Requirements.....	17
F.	Level III Reading List Review.....	17
G.	Examinations.....	17
1.	Exam requirements.....	17
2.	Exam Fees.....	18
3.	Exam Results.....	18
4.	Exam Expirations.....	18
5.	Request to Consider Alternative Testing Accommodations.....	18
6.	Exam Sites.....	19
7.	Exam Proctors.....	19
H.	Continuing Education Hours.....	20
1.	Annual Requirements.....	20
2.	Renewal Application.....	20
3.	On-Demand or Pre-Recorded Education.....	20
4.	Non-Compliance.....	20
5.	Forfeiture of Certification.....	21

6.	Appeal.....	21
7.	Non-Compliance Notification	21
I.	Partial Certification Credit.....	21
J.	Inactive Status	22
K.	Maintaining Certification, Not Employed by Court	23
L.	Certificates	23
M.	Appeal	24
IV.	MISCELLANEOUS.....	24
A.	Outstanding Achievement in Education Award	24
B.	Emergency Declaration Policies	24
C.	Posting of Policies and Procedures	24

I. ROLES AND RESPONSIBILITIES

A. Texas Court Clerks Association (TCCA)

In collaboration with our partners, TCCA sponsors the Clerk Certification program, including, but not limited to maintaining the certification program through providing facilitators for preparation courses; providing proctors for exams, issuing certificates and receiving exam fees.

1. Committee Roles and Responsibilities

Committee shall serve as decision-making body for the Clerks Certification Program. Responsibilities include, but are not limited to, the following:

- a. Approval of all certified education for Regions and annual conference;
- b. Provide Level 1 and Level 2 prep sessions and trained facilitators;
- c. Provide exam sites and approved proctors;
- d. Coordinate education programs provided by regions across the state;
- e. Review and approve qualified education for certification hours;
- f. Review applications for appeal of certification and/or hours;
- g. Review certification materials developed by TMCEC;
- h. Present achievement awards for each clerk achieving Level III (CMCC) status;
- i. Review and develop policies and procedures for the committee;
- j. Complete “Commitment” document, annually.

2. Committee Chairs

The TCCA President will appoint an Education Committee Chair in accordance with the Bylaws of the association.

- a. TCCA President will reappoint current or new chair at the annual Post-Conference Board Meeting.
- b. TCCA President, or their designee, will serve as Co-Chair of the committee.
- c. The members of the committee will be appointed by the committee chairs in accordance with the Bylaws.
- d. Members may serve as long as they are in good standing and fit qualifications of Bylaws.
- e. Chairs will entertain applications, as needed, for open committee positions.
- f. Chair of the committee (or a designee) may be appointed to serve as a member of the TMCA Education Committee.

3. Certification Program Financial Manager

The TCCA President will appoint Certification Program Financial Manager in accordance with the Bylaws of the association.

- a. The Financial Manager shall collect, receive and have custody of all funds derived by and from the Court Clerks Certification program.
- b. The Financial Manager shall deposit all funds in a bank designated by the Board of Directors and shall provide for expenditures of such funds.
- c. The Financial Manager shall perform all other duties required of a Treasurer as outlined by TCCA Bylaws.
- d. The Financial Manager shall be an *ex officio* member of the TCCA Board.

B. Texas Municipal Court Association (TMCA)

1. Roles and Responsibilities

TMCA supports the certification program, including providing guidance via the TMCA Education Committee and contributing resources of the Texas Municipal Court Education Center.

2. Committee Member

Upon annual review; a clerk/administrator member of the TMCA Education Committee may be selected and invited to serve the committee as an *ex officio* member.

C. Texas Municipal Court Education Center (TMCEC)

1. Roles and Responsibilities

TMCEC responsibilities include, but are not limited to:

- a. Verifying certification requirements;
- b. Maintaining a record of documents submitted as evidence for certification;
- c. Writing, updating and distributing study guides;
- d. Developing and maintaining exams;
- e. Grading exams and publishing exam results;
- f. Managing applications for renewal;
- g. Supervision of Intern for work on the certification program;
- h. Verification of clerk certification status for employment purposes.

2. Committee Members

The TMCEC representatives to the committee will be appointed by the TMCEC Executive Director and will serve as *ex officio*

members.

3. Certification Program Coordinator

TMCEC employs a Certification Program Coordinator

- a. The Coordinator will work with TCCA to maintain records of certified clerks.
- b. The Coordinator will apply the rules and procedures developed by “The Committee.”

4. Meeting Responsibilities

TMCEC is responsible for covering the cost of one (1) Education Committee meeting per year. At a minimum TMCEC will cover the following costs (not to exceed TMCEC grant rate):

- a. One night lodging for each member;
- b. Maximum of 2 days of meals (breakfast, lunch and dinner)
- c. One beverage break per day;
- d. Round trip travel to the meeting.

5. Intern/Temporary Employee

- a. TMCEC, with the assistance of Texas State University, may select an intern annually to assist with projects beneficial to the Certification Program, if possible. If unable to select an intern, TMCEC may hire a temporary employee instead.
- b. The TCCA Education Committee will reimburse TMCEC up to \$4000.00 annually to help offset the costs of the intern or temporary employee.
- c. The position will be posted by the TMCEC Program Coordinator to Texas State University students enrolled in a related program to ensure providing an internship opportunity is given priority.
- d. TMCEC will notify the committee Chair and Texas State Liaison in writing if no applications are received from Texas State students and proceed to fill the position for a temporary employee through TMCEC’s traditional hiring process.
- e. TMCEC Program Coordinator will provide an update as to goals and tasks assigned to the intern/temporary employee at every committee meeting.

D. Texas State University

An agreement between Texas State University, San Marcos, TCCA, and TMCEC was first executed in January 2003. The agreement renews every five-years. The agreement outlines the expectations of each party and the responsibilities of Texas State University include, but are not limited to:

1. Roles and Responsibilities/Committee Member
 - a. Texas State University will provide a faculty member to review the certification program in an advisory capacity;
 - b. Texas State University will assign a liaison to serve as an ex officio member of the committee;
 - c. Texas State University will assist in recruiting a summer intern to work for the certification program, under the guidance of TMCEC.

E. *Ex Officio* Members

Ex Officio members of the Committee are non-voting members. *Ex Officio* members consist of, but are not limited to, the following:

1. Executive Director of TMCEC and/or representatives of TMCEC as appointed by the Executive Director; including Certification Program Coordinator;
2. Clerk/Administrator representative of the Texas Municipal Court Association Education Committee;
3. Texas State University Certification Program Liaison;
4. Other members deemed necessary by the committee Chair and/or TCCA President.

II. EDUCATION AND TRAINING

All education applications must be sponsored by TMCEC, TCCA, a regional Region of TCCA or an approved standing provider. The Committee will review training based on materials, application and instructor qualifications.

A. Approved Standing Education Providers

1. Standard Providers
The following have been reviewed and approved as Standing Education Providers:
 - a. Texas Court Clerks Association (TCCA)
 - i. Annual Conference
 - ii. Education Committee Hosted Training
 - iii. Region Hosted Training
 - b. Texas Municipal Court Association (TMCA)
 - c. Texas Municipal Court Education Center (TMCEC)
2. Case-by-Case Providers
The following have been approved as Standing Education Providers, however, must be reviewed on case-by-case basis, as submitted by individual requestor. This list will be reviewed annually for additions, subtractions and amendments.
 - a. Provider list:

- i. City Hall Essentials
- ii. Coalition of American Court Collectors (CACC)
- iii. Government Collector’s Association of Texas (GCAT)
- iv. Institute of Court Management (ICM)
- v. National Association for Court Managers (NACM)
- vi. National Center for State Courts (NCSC)
- vii. State Bar of Texas (SBOT)
- viii. Strategic Government Resources
- ix. Teen Court Association of Texas (TCAT)
- x. Texas Dept. of Licensing and Regulation (TDLR)
- xi. Texas Judicial Commission on Mental Health
- xii. Texas Judicial Council (TJC)
- xiii. Texas Justice Court Training Center (TJCTC)/criminal track only
- xiv. Texas Municipal League (TML)
- xv. Texas State Library (TSL)
- xvi. Texas Municipal Clerks Certification Program (TMCCP via UNT)
- xvii. University/college course credits

b. Process to make request:

- i. Request for credit for courses by the providers in 2(a) must be submitted through the TCCA website “Request for Approval of Education Hours not provided by TMCEC or TCCA.”
- ii. The submission will be reviewed by the education committee and put to a vote.
- iii. Requester will be informed of the vote of The Committee via email.
- iv. If approved, a certificate will be issued by Education Chair, indicating date and number of hours approved.

B. TCCA Annual Conference

- 1. The conference standard is no less than 20 hours of qualified education offered during each annual conference; to include opening and closing ceremonies, exhibitors, and the annual business meeting.
- 2. the committee will verify that each conference participant attends the conference in its entirety. No partial credit will be issued, unless submitted under the partial credit policy (See III. H).
- 3. the committee is responsible for developing, reviewing and

- approving educational topics and presenters for the annual conference.
4. the committee will budget an amount to be reviewed and approved annually to support conference expenses related to providing quality speakers or educational sessions.
 5. the committee is responsible for additional recognition of those who have achieved Level III certification.

C. TCCA Hosted Legislative Updates

1. A request must be made in writing to the committee chair.
2. The chair will forward the request to the Executive Director of TMCEC. TMCEC must approve the event if TMCEC materials are used.
3. All co-sponsored Legislative Updates are to be hosted after the TMCEC Legislative Updates.
4. Materials may not be released to Region for printing until after the TMCEC events. All instructors must be approved by TMCEC to ensure consistency in presentation of the materials.

D. Education Committee Hosted Training

1. Responsibilities
 - a. The committee will host a minimum of eight hours of in-person continuing education in each region on an annual basis.
 - b. The Regional Director and/or Assistant Regional Director may assist the committee in coordinating training dates and locations for their regions. If unable to assist, the committee will coordinate.
 - c. The committee will consider the TMCEC calendar and agenda for the *Regional Clerks Seminar* each AY when determining training dates and topics.
 - i. Training dates should be selected outside of the month in which TMCEC is hosting in each region, if possible.
 - ii. Training topics should be selected to compliment the current TMCEC agenda, not replace it.
2. Fees
 - a. To register and attend regional education events presented by the committee, the same fees apply as all other TCCA education events.
 - b. Failure to attend without timely cancelation will result in a “no-show” fee for all registrants (refer to “*No-Show Fee Policy.*”)
3. Expenses
 - a. All expenses related to region training hosted by the committee will be budgeted and tracked as a dedicated

- expense group.
- b. To reduce costs as much as possible, the committee will leverage partnerships/resources available within each region whenever possible. All incurred expenses will be the responsibility of the Education and Certification Program budget.
 - c. Related expenses may include:
 - i. Training facility rental;
 - ii. Travel, lodging and meals for assigned committee members;
 - iii. Training day lunch meal for participants;
 - iv. Printed materials; and/or
 - v. Supplies required to facilitate trainings.

E. Region Hosted Training

1. Region Application Process

All Regions are required to follow the Region application process available on the Education page of the TCCA website; including, but not limited to the following:

- a. Regions are approved to request education through TCCA.
- b. All Regional Directors will appoint an Assistant Regional Director to serve as education chair, responsible for requesting education at a Region level.
- c. All Region education will be requested at a minimum of 45 days in advance of proposed training date.
- d. No Region shall advertise nor post education as approved or pending approval for certification hours unless and until receiving approval from “The Committee.”
- e. All non-member registrants shall be charged a \$50 fee to attend an educational event.

F. Virtual “Live” Training

- 1. All training will be facilitated through the TCCA Zoom profile.
- 2. Training shall be attended from a device larger than a smart phone
- 3. In addition to the facilitator, all trainings shall have a designated “moderator” to assist with administrative responsibilities:
 - a. Moderator is identified when requesting virtual education or identified at the beginning of the session.
 - b. Moderator shall observe participants to guarantee participation, answer questions submitted through the chat function, and assist the facilitator with any other requests to enable successful flow.
 - c. If the moderator recognizes issues, they will first send a “private chat” directly to the participant requesting correction. If problem persists moderator shall notify

facilitator for direction.

4. Participants are expected to be visible and audible (when not appropriately muted) throughout the duration of the presentation. Participants will be appropriately dressed, and must recognize this is a work environment.
5. Participants shall fully engage by giving their undivided attention to the facilitator throughout the duration of the presentation (without multi-tasking).
6. Participants should prepare ahead of time by confirming a ZOOM account, testing its ability to function properly and downloading any necessary documents.
7. Participants should login to the presentation no later than 15 minutes prior to the scheduled start time to mitigate any potential IT issues. Facilitators will NOT be available to troubleshoot technical issues on the day of the presentation.
8. Education credit will be issued based on the attendance list maintained and submitted by the facilitator or moderator. Facilitator or Moderator is expected to complete roll call at the beginning of each new session.
9. All training shall be conducted in a “live” setting. Pre-recorded sessions will not be considered for educational credit.
10. Pre-registration is required. Failure to do so will result in the facilitator requesting you to leave and no educational credit will be issued.
11. To save meeting bandwidth and prevent a service interruption as much as possible, participants shall not use virtual backgrounds while participating.

G. “No Show” Policy for Educational Events

1. Timely Cancellation Required
 - a. To ensure an opportunity for others to register, anyone unable to attend an educational event after registering must cancel their registration no later than three days prior to the event.
 - b. Cancellation should be completed by the registrant through the events page of the TCCA website.
2. Failure to Attend Educational Event
 - a. Any registrant who fails to attend their registered event and who fails to timely cancel their event registration will be subject to a “no-show” fee.
3. Fee
 - a. A “no-show” fee of \$25 will be invoiced to the registrant following the failure to appear for the event.
4. Future Registration Hold
 - b. Failure to satisfy an outstanding “no-show” invoice will

result with the inability to attend future events or receive future educational credit through TCCA.

5. Failure to Attend Due to an Emergency Circumstance
 - a. Failure to attend due to an emergency circumstance will only be considered through written request, submitted by the person invoiced for committee review and vote.
 - b. If approved by the committee, the “no-show” invoice shall be voided.

H. Non-Member Attendance to TCCA Educational Events

2. Non-members may attend TCCA educational events upon payment of a “non-member education fee.”
 - a. An additional “non-member education fee” for the TCCA Annual Conference shall be \$100.
 - b. The “non-member education fee” for all other TCCA educational events shall be \$50.

I. Test Prep Sessions

1. Scheduling
 - a. Test prep sessions will be scheduled as requested by individual Regions or education committee, and approved by the committee. A request to hold test prep sessions at the annual conference will be submitted by “The Committee.”
2. Prep Session Facilitators
 - a. the committee will be responsible for training Prep Session facilitators.
 - b. “The Committee will maintain a list of trained facilitators, updated annually to ensure that each session approved for credit is led by a trained facilitator.
 - c. All facilitators must have completed the training program and remain a member in good standing, and,
 - i. Attend a facilitators training course;
 - ii. Observe at least 1 prep session at the level they are planning to facilitate.
 - d. All facilitators must be certified at or above the level they are facilitating.
 - e. TCCA will pay for reasonable expenses in accordance with TCCA travel reimbursement policies. Efforts will be made to assign facilitators in local areas whenever possible.
 - f. Facilitators may request 3 hours teaching credit for every hour they facilitate. This request must be submitted to Education Chair, who will verify and issue certificates.
 - g. Facilitators must complete an annual Ethics Agreement and

Speaker's Agreement prior to facilitating in a calendar year.

- h. Facilitators agree not to release facilitator materials to anyone other than an approved facilitator.
- i. No credit hours will be awarded for a session conducted without approval, and/or without an approved facilitator.
- j. An exhibitor cannot facilitate an educational session for certification credit unless approved by "The Committee." Educational credit is not given if a facilitator will be promoting their product or service.

3. Materials

- a. the committee will update and distribute the prep course materials, including "Practice Test" and "Facilitator Guide". Copies of materials will be made available to all participants prior to the session.
- b. Facilitator is responsible for developing auxiliary materials and providing what is necessary to participants.

4. Clerk Guides

- a. Level I, Level II Clerk Guides, and Level III Study Questions were developed to assist participants in preparing for the exam. TMCEC bears responsibility for developing Clerk Guides. The Committee will assist with study questions for all levels at the request of TMCEC.
- b. Clerk Guides may be downloaded from the TMCEC website.
- c. The Clerk Guide materials will be updated following legislative session, or as needed.
- d. These materials will be used as base materials for the Prep Sessions. Each individual facilitator selects formats for presenting the materials.

5. Credit Hours

- a. Level 1 prep sessions will be approved for 5 hours of education credit.
- b. Level 2 prep sessions will be approved for up to 6 hours of education credit, divided into 2-hour increments, based on certification test parts (A, B, C).
- c. Participants in Level 2 sessions may attend one, two or all 3 parts of the session and will be given credit only for the portions they attend.
- d. Participants will not be allowed credit for attending a prep session for an exam they have already passed and that has not expired.
- e. Participants may attend a prep session a second time if they were unsuccessful on the examination and credit will be given for those hours.

- f. Participants must be certified at Level I and in good standing to attend Level II prep sessions.

III. CERTIFICATION

A. Certification Program Eligibility Requirements

1. To achieve Level I & II certification you are not required to be employed by a municipal or justice court. Certification can be accomplished by attending the TCCA annual conference or local Region training as a non-member and paying non-member fees. Educational hours and training may be obtained through any of the approved providers that allow attendance of a person in a non-court employment status. Certification exams can be completed at a TMCEC Regional Seminar, the TCCA annual conference or Region level exam site. To be certified at Level II you must currently be certified at Level I.
2. To achieve Level III you are required to be employed by a municipal or justice court. To become certified at Level III you must currently be certified at Level II.
3. To maintain Level III certification you are not required to be employed by a municipal court.

B. Certification Titles

Clerks achieving certification may use the appropriate designation listed below following their name:

- Level I – *CCCI* (Certified Court Clerk I)
- Level II – *CCCII* (Certified Court Clerk II)
- Level III – *CMCC* (Certified Municipal Court Clerk)
- Retired – *CMCC (ret.)* (Certified Municipal Court Clerk, retired)

C. CMCC Retired Designation

1. Purpose
 - a. To allow retired Certified Municipal Court Clerks, who wish to maintain and use their title/designation, but no longer wish to actively pursue an “active” status through ongoing education.
2. Qualifications
 - a. Previously achieved a Level III certification;
 - b. Currently retired from the court profession (not working in or for a court); and
 - c. Considered “inactive” due to continuing education maintenance.

3. Application
 - a. Submit an online application through the TCCA website to include current contact information.

D. Certification Process

1. Level I
 - a. A completed application packet must include:
 - i. A completed application for certification;
 1. Proof of passing the exam within three years preceding the application for certification; A participant may take an exam as many times as necessary, until a passing score is attained; and
 2. Proof that the applicant has successfully completed 40 hours of training sponsored by TCCA, TMCA, or TMCEC or an alternate approved provider; or combination thereof, within the preceding three years.
 - a. Only 8 hours of the 40 hours completed may be obtained online or via webinars.
 3. Attendance at a TMCEC New Clerks session; or
 - a. Proof of “long tenure” of no less than seven years in a municipal court; or
 - i. Tenure will be decided upon review by the committee.
 - b. Proof of attendance of at least 32-hours of TCCA “Alternative Track” program.
 - b. TMCEC processes the application and forwards it to the TCCA Education Committee Member who oversees the issuance of certificates.
 - i. TMCEC maintains a list of all participants certified and the date each participant was certified.
 - c. Letters from the TCCA President will be sent for all levels of certification.
 2. Level II
 - a. A completed application packet must include:
 - i. A completed application for certification;
 1. Proof of passing the exam within three years preceding the application for certification; A participant may take an exam as many times as necessary, until a passing score is attained; and

2. Proof that the applicant has successfully completed 40 hours of training sponsored by TCCA, TMCA, or TMCEC or an alternate approved provider; or combination thereof, within the preceding three years.
 - a. Only 8 hours of the 40 hours completed may be obtained online or via webinars.
 3. Proof of Level 1 certification in good standing is required to apply for Level II.
- b. TMCEC processes the application and forwards it to the TCCA Education Committee Member who oversees the issuance of certificates.
 - i. TMCEC maintains a list of all participants certified and the date each participant was certified.
 - c. Letters from the TCCA President will be sent for all levels of certification.
3. Level III
 - a. An application packet must include:
 - i. A completed application for certification;
 1. Proof that the applicant has successfully completed 40 hours of training (as outlined below) sponsored by TCCA, TMCA, or TMCEC or an alternate approved provider; or a combination thereof, within the preceding three years. Only 8 hours of the 40 hours completed may be obtained online or via webinars.
 2. Proof of Level I and Level II Certification;
 3. Proof of passing the exam within five years preceding the application for certification;
 4. Proof of completion of the Level III Assessment Clinic;
 5. Proof of attending a 12-hour court administrator seminar in the preceding three years; and
 6. Proof of completing the required observations and journal.
 - b. TMCEC will notify the committee Chair and the committee member who oversees certificate printing for certified court clerks and their respective levels. The committee member will:
 - i. Notify the TCCA Board and Education Committee of each new clerk achieving Level III.
 - ii. Post an announcement on the TCCA Facebook page and TCCA website for TCCA members.

- iii. Order the certificate plaque and send to the individual who will be presenting the plaque.
- iv. Send a letter of congratulations signed by the TCCA President along with a press release template (provided by TMCEC).
- v. Send a letter to the clerk's city manager notifying them of the clerk's accomplishment. A copy of the letter will be sent to the clerk for their records.

E. Level III Course of Study and Requirements

1. TMCEC will maintain a Level III Course of Study and Requirements page.
2. This information will be located on the TMCEC website and updated by TMCEC staff, and reviewed by TCCA Education Committee.

F. Level III Reading List Review

1. An Ad Hoc committee will be formed every 5 years to review the Level III book list and make recommendations for additions, removals and any other recommendations the ad hoc committee feels warranted.
2. The committee will be formed by invitation to candidates in good standing, with recommendations from TMCEC and/or TCCA.
3. The committee will meet as many times as necessary in person or virtual as determined by the Chair.
4. Committee member expenses will be paid from the Certification Program budget.

G. Examinations

1. Exam requirements
 - a. Certification at each level requires successful completion of a 3-section exam.
 - b. Level 1 must be taken as a complete exam-with all 3 sections being successfully completed; if unsuccessful on any section, the entire exam must be retested.
 - c. Level II and Level III may be taken in sections—a participant may select to test 1, 2 or all 3 parts at an exam site- if unsuccessful on any part—the successful exam sections will be recorded and retest is only required on unsuccessful section(s), subject to expiration.
 - d. A participant may take an exam as many times as need to pass successfully.
 - e. A participant will not be allowed to register or to test at the next level without proof of successful completion of the prior level.

2. Exam Fees
 - a. The cost of the Level 1 exam is \$75 for TCCA or TMCA members or \$150 for non-members per exam.
 - b. The cost of Level II and Level III exams is \$25/section (\$75 for complete test).
 - c. All fees must be received prior to being allowed to sit for an exam.
 - d. There will be no refunds of transfers of exam fees.
 - e. Registrations for a subsequent exam will not be accepted when there are fees outstanding from another exam.
 - f. TMCEC exam sites are guided by TMCEC policy.

3. Exam Results
 - a. TMCEC scores the exams and maintains a spreadsheet of the exam results. TMCEC has 45 days from the date of the exam to provide results to the participant.
 - b. Exam results will be posted exclusively on the participants TMCEC transcript.
 - c. Those results will consist of a Successful/Unsuccessful result and in the case of an unsuccessful result—the numeric grade will be posted.
 - d. Under no circumstance are exam results to be released to anyone other than the participant.

4. Exam Expirations
 - a. Exam results for the Level I and Level II Clerk Certification Program are valid for a period of three years from the date of exam.
 - b. Exam results for Level III Clerk Certification Program are valid for a period of five years from the exam date.
 - c. All exams older than 5 years will be destroyed.

5. Request to Consider Alternative Testing Accommodations
 - a. The individual may request an opportunity to test in a private location to be coordinated by the TCCA Education Chair or TMCEC Program Coordinator, or whatever other accommodations are deemed reasonable and appropriate.
 - b. Such requests must be made in writing by the individual. Requests by a third party will not be considered.
 - c. Documentation to justify the accommodations will depend on the nature of the disability and must be provided in writing. Such documentation may include:
 - i. Recommendation of a qualified professional;
 - ii. Proof of past exam accommodation; and/or
 - iii. Applicant's history of diagnosis

- iv. Neither TMCEC nor TCCA will store or retain medical records submitted in reference to a special exam request.
- d. Upon approval, the Education Committee will determine the proctor/location and date of the testing (within 30-days of the approval).

6. Exam Sites

- a. In order to arrange a testing site for the Clerk Certification Exam, the following steps must be followed:
 - i. Complete Online Application which is submitted to the the committee Chair or their appointee for an exam proctor and exam date. Be prepared with several exam dates so the committee can check those dates against the academic schedule.
 - ii. The exam site host will provide a proposed exam site, and a contact name/phone number to the committee chair or their appointee at the time of application.
 - iii. Two sites/per year/per Region will be funded by the committee. Any additional requested sites will be the financial responsibility of the Region.
 - iv. TMCEC Regional events and any other sites identified by TMCEC will be considered exam sites. The Education Committee Chair will be responsible for submitting those sites for registration on the TCCA website.
- b. In-office testing may be requested by submitting a “Alternative Testing Consideration Request” form, available on the TCCA website.
 - i. Each form will be submitted for individual consideration and review by the Education Committee.
 - ii. Upon approval, the Education Committee will determine the proctor/location and date of the testing (within 30-days of the approval).

7. Exam Proctors

- a. Proctors include TMCEC staff and selected Level III Certified Clerks in good standing. Proctors are selected and approved by the Committee. They must be members of the Education Committee or TCCA board upon appointment.
- b. the committee will be responsible for developing and distributing guidelines for proctoring certification exams.
- c. New proctors will be trained by an experienced proctor. Training must include observation of at least one testing site.
- d. Proctors will be required to sign a proctor’s ethics agreement

- annually.
- e. TCCA pays the approved proctor \$100 per exam site. A reimbursement request form must be completed and returned to the Certification Program Financial Manager within thirty days in order to receive the payment. In addition to the proctor fee, proctors are reimbursed for hotel, meals and mileage according to the TCCA financial policies.
 - f. A proctor may not facilitate an exam at the same site where an employee, co-worker, or relative of the proctor is taking the exam, without first obtaining a waiver from the committee.

H. Continuing Education Hours

1. Annual Requirements
 - a. Each academic year (September-August), Level I and Level II certified court clerks must achieve 12 hours of continuing education. Level III certified court clerks, must attend 20 hours of continuing education. Hours must be completed no later than August 31st.
2. Renewal Application
 - a. With the exception of the TCCA Annual Conference, a Municipal Court Clerk Certification Renewal Application must be completed and returned to TMCEC with the required documentation prior to September 1st of each year (allowing for a grace period of no later than September 15th for application submission).
 - i. TMCEC will process this information, and email reminder letters the first week of January, the first week of April and one final letter in July to participants who have not submitted proof.
 - ii. Clerks are not required to file a renewal application within the same academic year that they become certified.
3. On-Demand or Pre-Recorded Education
 - a. The number of approved on-demand or pre-recorded courses that can be used for continuing education is 8 hours.
4. Non-Compliance
 - a. For clerks who fail to complete hours for the academic year, they must complete double the required hours within the next academic year. TMCEC will send a letter of non-compliance explaining they must complete double hours in the next academic year. All required hours must be completed within the same academic year. If a person does not file for renewal for two or more years, they will forfeit their certification and

be removed from the certified list.

- i. Level I and Level II certification will require 24 total hours.
- ii. Level III certification will require 40 hours.

5. Forfeiture of Certification

- a. If the continuing education requirements are not met for two consecutive academic years, including submitting the renewal application and documentation to TMCEC, those participants forfeit their certification and will be required to re-take the exam and re-apply for certification at Level I, regardless of prior certification level. This rule applies only to clerks currently certified at Level I or Level II.

6. Appeal

- a. Participants who have completed their continuing education requirements for the previous year, but fail to timely file their renewal application by the deadline may appeal to the committee.

7. Non-Compliance Notification

- a. TMCEC will track renewals, sending a non-compliance email to those participants who fail to renew or successfully complete their probationary period.

I. Partial Certification Credit

1. Partial certification credit for education attended in-person or in a “live” webinar setting will not be awarded except in situations created by emergency circumstances.
2. “Emergency circumstances” are defined as one of the following:
 - a. A medical emergency – an acute injury or illness or serious mental health issue that poses an immediate risk to a person’s life or long-term health, that occurs to the attendee or a member of their immediate family; or the death of an immediate family member.
 - b. A work emergency – a requirement by the attendee’s employer to return to work immediately.
 - c. A personal emergency – a car accident or similar accident involving the attendee or a member of their immediate family; or the impending threat of physical damage to the attendee’s home.
3. “Immediate family members” include:
 - a. Spouse or significant other;
 - b. Parents;
 - c. Grandparents;

- d. Children (biological, adopted, half- and step-);
 - e. Grandchildren;
 - f. Siblings; and
 - g. In-laws.
4. In situations created by emergency circumstances, attendees must submit a written request to the Education Committee for individual review and consideration of partial education credit for partial attendance.
 5. Perfected requests shall include the following to be considered:
 - a. Attendee's name;
 - b. Attendee's title;
 - c. Attendee's employer;
 - d. Attendee's contact information;
 - Mailing address
 - Telephone number
 - E-mail address
 - e. Course title of education;
 - f. Date of education;
 - g. Location of education;
 - h. Explanation of why partial credit is being requested;
 - i. Number of full credit hours of education offered;
 - j. Number of partial credit hours requested; and
 - k. Documentation supporting explanation.
 6. Perfected requests for review must be submitted to the TCCA Education Chairperson by mail or email no later than 30 days after the date of the missed education. Requests that are not submitted by the deadline will not be considered and only requests made for partially attended education in the current academic year will be considered.
 7. For documented medical emergencies, a certified physician's form shall be submitted to support the request.
 8. Upon review by the Education Committee, the Chairperson shall notify the attendee in writing of the Committee's decision no later than 14 days after the Spring Meeting.
 9. No refunds or partial monetary credit will be given for anyone who fails to attend the full amount of education, regardless of circumstances.

J. Inactive Status

1. After two years have passed without application and recertification

for Level I or Level II a clerk becomes “Inactive”. Certification has been forfeited for Levels I & II.

2. Any clerk who has achieved Level III, CMCC status, but has become inactive, will be allowed to reinstate their certification by completing 40 hours of education. Six of those hours must come from TMCEC’s Legislative Update and all 40 hours of education must be from within the preceding three years from date of application. Only 8 hours of the 40 hours completed may be obtained through on-demand or pre-recorded webinars.

K. Maintaining Certification, Not Employed by Court

1. If a certified clerk at any of the three levels is no longer employed in the court, but maintaining certification, they must notify TMCEC that they are no longer employed, but plan to maintain certification. TMCEC notates that person as “No Longer Employed” in their database. However, they are still considered active, as long as they continue to complete the required continuing education requirements and submit renewal applications.
2. Persons who are certified at any level can maintain their certification through the affiliation to Texas Court Clerks Association by attending Region meetings and/or the TCCA Annual Conference at non-member pricing.
3. TMCEC will maintain the records of clerks no longer employed by a Court. However, certification program mailings will not be sent out.
4. On the TCCA website there will be a statement that if you are no longer employed by a court you will not be contacted for renewal purposes.
 - a. It will be the individual’s responsibility to send in renewals by September 1st of each academic year to TMCEC.

L. Certificates

1. Certificates will be issued upon notice from TMCEC that certification has been perfected.
 - a. Level I and Level II will be issued paper certificates.
 - b. Level III certificates may be in a mounted certificate or at the request of the participant in a paper copy without mount.
 - i. On Level III certificates the information provided on the application will be what is printed by the vendor. If an error is made by means of a committee submittal, the committee will pay for a replacement.

2. Replacement certificates are available with a request made through TCCA website. Cost for Level 1 or Level II replacements certificates is \$5.
3. Replacements for Level III are subject to costs of \$40 unmounted and \$70 mounted.

M. Appeal

1. Anyone denied continuing hours or resulting in forfeiture of certification may file an appeal to be heard by the committee. This appeal must be submitted through use of the “Appeal Form” available on TMCEC website.

IV. MISCELLANEOUS

A. Outstanding Achievement in Education Award

Each year, during the annual conference, the committee may recognize a person(s) as having demonstrated outstanding achievement in education through development of a program/curriculum, task performed and/or involvement or action providing outstanding education that benefits the entire membership.

This award may, but is not required to, be awarded annually. The participant may receive this award more than one time.

B. Emergency Declaration Policies

In the event of an Emergency Declaration by the Governor of the State of Texas for the State and/or counties therein the Texas Court Clerks Association, through the Education and Certification Committee has the right to make “emergency” adjustments to the Policies and Procedures of “The Committee.”

Any Emergency Declaration Policies adopted will be distributed to membership through email and available on the TCCA website.

C. Posting of Policies and Procedures

The Education Committee policy and procedures will be reviewed by the committee on an annual basis. The policies and procedures will be posted on the TCCA and TMCEC websites and updated annually.