

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

A voluntary accreditation program for North Carolina county clerks was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina Association of County Commissioners. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk programs sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC certification program.

OBJECTIVES

The primary objective of this program is to professionalize the office of the county clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of statutory and general duties and responsibilities and the administrative and managerial competence of the county clerks of the state;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training that is germane to North Carolina issues for the first level of certification;
- Expanding focus to more generalized professional and management training for advanced levels of certification.

The secondary objective is to provide for more efficient and effective performance of their duties by the county clerks of the State of North Carolina.

CRITERIA FOR ACCREDITATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks, candidates must be a member of the North Carolina Association of County Clerks and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all of the course requirements of the IIMC Clerk's Certification Institute at the School of Government, including completion of the Institute's written examinations with passing scores; or
2. Have a minimum of three (3) years' experience as a full-time county clerk, deputy county clerk, COG secretary or executive assistant to the North Carolina Association of County Commissioners and complete and pass the written examinations given at the IIMC Clerks' Certification; or
3. Have previously received the Certified Municipal Clerk designation or the Master Municipal Clerk designation from the International Institute of Municipal Clerks; or

4. Have successfully completed the Municipal and County Administration Course at the School of Government.

MECHANICS OF EXAMINATION

The accreditation examination shall be administered at least once annually by the School of Government, University of North Carolina at Chapel Hill. The subject areas will be determined by the Accreditation Board of Review in consultation with the School of Government liaison.

FEES

A fee structure will be established by the School of Government in consultation with the Professional Development Committee of the North Carolina Association of County Clerks.

AWARD AND RECOGNITION

North Carolina Certified County Clerk program certificates will be presented to the recipients at the annual City and County Clerks' School, which is held in January of each year. A name plate and pin will be presented to the recipients at the annual conference of the North Carolina Association of County Clerks.

CONTINUING EDUCATION

Candidates for reaccreditation must be a member of the North Carolina Association of County Clerks. In recognition of the educational content of the programs offered at certain of the Association's regularly scheduled conferences and schools, attendance may be counted toward the required thirty (30) hours over three (3) years for reaccreditation according to the following:

- NC Association of County Clerks Annual Conference 6 points each
- Annual City and County Clerks' School 6 points each
- Clerks' Regional Meetings 3 points each
- Master Municipal Clerk Class 3 points each
- Work-Related Courses 3 points per 6 hour class;
maximum of 6 points
- IIMC/related professional association training 6 points each

The three (3) year reaccreditation period will begin on January 1st of the year the recipient is scheduled to receive their certification at the annual City and County Clerks' School.

After the establishment of the North Carolina Certified County Clerk Program, the North Carolina Association of County Clerks intends to institute an advanced North Carolina Certified County Clerk program. The criteria for advanced certification are fifteen (15) points per year for a total of 45 points over a three (3) year period. The logistics of this program will be determined at a future date.

EXAM PREPARATION

A list of topics that may be on the exam, along with a source list of study material that may be useful, will be distributed by the instructor/School of Government liaison to assist the candidates for accreditation in preparing for the required examination.

ACCREDITATION BOARD OF REVIEW

The Accreditation Board of Review shall consist of the members of the Professional Development Committee of the North Carolina Association of County Clerks, which is appointed by the President of the North Carolina Association of County Clerks. The Chairman of the Professional Development Committee is appointed by the President of the North Carolina Association of County Clerks. In addition, the following shall serve as ex-officio non-voting members:

1. School of Government Liaison to the North Carolina Association of County Clerks
2. North Carolina Association of County Clerks Executive Committee

The Accreditation Board of Review shall provide overall planning and direction and oversee the North Carolina Certified County Clerk Program. Specific duties shall be as follows:

- Review applications and approve qualified candidates for testing
- Monitor the testing and assist in scoring the tests
- Work with the School of Government to prepare source lists of the material that the examinations are expected to cover
- Review appeals for credit for other training received (for example, selected management Development and financial management training programs and/or training programs in Other government taught or sponsored by the School of Government or other reputable Teaching institutions or organizations). Approval of credit for such programs shall be at the sole discretion of the Association Board of Review based on approved criteria.

HOW WILL IT WORK?

The accreditation examination shall be administered at least once annually by the School of Government, University of North Carolina at Chapel Hill. The subject areas will be determined by the Accreditation Board of Review in consultation with the School of Government liaison.

AWARD AND RECOGNITION

North Carolina Certified County Clerk program certificates will be presented to the recipients at the annual City and County Clerks' School, which is held in January of each year.

A name plate and pin will be presented to the recipients at the annual conference of the North Carolina Association of County Clerks.

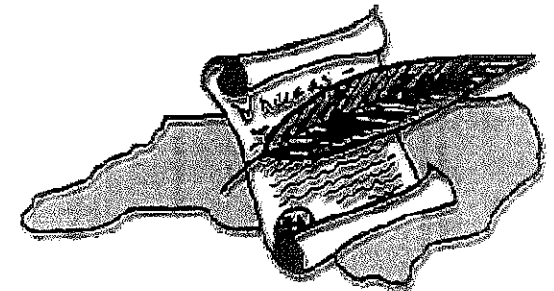
CONTINUING EDUCATION

Reaccreditation will be required every three (3) years. Attendance at the North Carolina Association of County Clerk's regularly scheduled conferences and schools may be counted toward the required thirty (30) points for reaccreditation, as follows:

- North Carolina Association of County Clerks' annual conference – 6 points
- Annual City and County Clerks' School through the School of Government – 6 points
- Clerks' regional meetings – 3 points
- Master Municipal Clerk classes – 3 points
- Work related courses (6 hrs.) – 3 points
- Work-related courses (6+ hrs.) – 6 points

The three (3) year reaccreditation period will begin on January 1st of the year the recipient is scheduled to receive their certificate at the annual City and County Clerks' School.

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM



OVERVIEW

The North Carolina Certified County Clerk program is a voluntary accreditation program for North Carolina county clerks, which was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina Association of County Commissioners. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC programs.

An effort to design such a program evolved from the realization that North Carolina Boards of Commissioners may place greater value on a state certification program, which is tailored specifically to North Carolina counties.

OBJECTIVES

The primary objective of this program is to professionalize the office of county clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of statutory and general duties and responsibilities and the administrative and managerial competence of the county clerks of the state;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training that is germane to North Carolina issues for the first level of certification;
- Broadening areas of focus to include more generalized professional and management training for advanced levels of certification.

Its secondary objective is to provide for more efficient and effective performance of their duties by the county clerks of the State of North Carolina.

CRITERIA FOR ACCREDITATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks Accreditation, a candidate must be a member of the North Carolina Association of County Clerks and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute at the School of Government, including completing the Institute's written examinations with passing scores; or
2. Have a minimum of three (3) years experience as a full time county clerk, deputy county clerk, COG secretary or NCACC executive assistant and complete and pass the written examinations given at the IIMC Clerks' Certification Institute; or
3. Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; or
4. Have successfully completed the Municipal and County Administration Course at the UNC School of Government.

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM
School of Government, University of North Carolina at Chapel Hill
North Carolina Association of County Clerks

APPLICATION FOR DESIGNATION

Date: _____

Personal Information

Name (Last, First, MI): _____

Title: _____

Government Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Media and/or local government official to receive an e-mail announcing your NCCCC certification status:

Name: _____

Title: _____ E-mail: _____

Please check each applicable space below and enclose the supporting documentation as indicated:

- _____ I am currently a county clerk, deputy clerk, COG secretary or executive assistant to the North Carolina Association of County Commissioners
- _____ I am currently an active member of the NC Association of County Clerks
- _____ I have successfully completed all course requirements for the IIMC Clerks' Certification Institute At the School of Government, including passage of the written examinations; **or**
- _____ I have a minimum of three (3) years' experience as a full-time county clerk, deputy county clerk, COG secretary, or executive assistant to the North Carolina Association of County Commissioners and have passed the examinations given at the IIMC Clerks' Certification Institute; **or**
- _____ I have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; **or**
- _____ I have successfully completed the Municipal and County Administration Course at the SOG.
- _____ I have enclosed the \$ _____ application fee. Checks should be made payable to the School of Government.
- _____ Deputy clerks – I have enclosed a letter from my county clerk verifying I perform the duties, which qualify for North Carolina Certified County Clerk certification.

I hereby apply for North Carolina Certified County Clerk status with the North Carolina Association of County Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of County Clerks is required to retain and use the North Carolina Certified County Clerk designation.

Signature: _____ Date: _____

Conference Guidelines Check List

1 YEAR IN ADVANCE:

- Meet with Hotel (*approved by association and selection committee*) to reserve 50 rooms and meeting space, banquet space, hospitality suite and president's suite and space for vendors (*must provide electricity and tables for vendors*)
- Meet with Program Committee to begin choosing conference topics
- Conferences should breakeven – get a budget outline from the previous host clerk and review expense guidelines with President
- Schedule speakers and presenters for draft program
 - speaker expenses not to exceed \$2,500 (*or amount set by association*)
 - determine if an MMC class should be included
 - use community college and other low cost/free resources
 - sponsorships for speakers also acceptable

6 MONTHS IN ADVANCE:

- Meet with Hotel to review menus and finalize pricing
 - Coffee for Thursday morning (MCC class—lunch is on their own)
 - Breakfast for Friday and Saturday morning
 - Lunch for Friday
 - Dinner for Friday (sometimes at off-site location)
 - Banquet meal for Saturday night
 - Review meeting space & banquet space
- Research local resources for donations to assist with conference expenses
 - Breaks and dinners
 - Hospitality Suite
- Begin a spreadsheet of expenses
- Check with President and Scholarship committee on guidelines and handling of scholarship attendees
- Finalize education program with Program Committee and finalize the draft program
 - MMC Presenters must be approved by School of Government

3 MONTHS IN ADVANCE

Meet with Program Committee and Executive Committee to go over final details of the conference (*this can be done at Clerk's School in January*).

- Finalize:
 - registration form
 - agenda – timing, lunches, format

- vendors presentations and breaks, entertainment and fun events
- banquet format and meals (flowers?*)
 - door prizes given out at end of banquet and/or during the conference
 - special presentations or speakers during banquet
- Speakers
- ~~Check with Vice President to assure that vendor contracts have been mailed.~~
(Deleted per 8-19-11 Amendment to the Bylaws)

1 MONTH IN ADVANCE:

- Send out Conference materials to all clerks and presenters
 - Send invitation to retired Clerks
- Check with President/Vice President on all final details
 - CMC, MMC nameplates (given out at banquet)
 - Gift for President (check with Vice President)
 - Scholarship recipients
- Check with Chair of Clerk of the Year Committee to make sure the Clerk's county has been contacted and if they need anything for the banquet.
- Re-confirm with speakers/presenters
- Re-confirm with entertainment for banquet
- Get final list of scholarship attendees
- Follow up with vendors who have not responded

2 WEEKS IN ADVANCE

- Check with Scholarship Committee to make sure reservations have been made for any scholarship recipients
- Order flowers for banquet and executive committee – if desired by President
- Prepare table cards or indicators for vendors or others who have sponsored events
- Finalize the registration with the hotel
- Send out list of all Clerks registered for the MMC to the School of Government (*current contact Brian Newport*)

1 WEEK IN ADVANCE

- Make sure the registration committee is ready to handle check in
 - Nametags are prepared
 - Gift bags (*if host County provides*)
 - Door prize room or area designated/assigned

DURING CONFERENCE

- Get key to hospitality suite to the President
- Open the conference with a welcome by you and your Chairman or County Manager
- Make sure your speakers are ready and rooms are set up
- Give an overview of the days to come with basic instructions on breaks, vendor visits and lunch. (*this should be done each day*)
- After lunch instruct on evening events (*what to wear, bring and when the event will conclude*)
- Give out hospitality suite hours and make any other announcements necessary before handing it off to the President

- Make sure the President or VP are ready to introduce each speaker

AFTER CONFERENCE

- Thank you letters to presenters, vendors etc.
- Evaluation forms to President and Program Committee
- Finalize the spreadsheet of expenses and forward it to the next conference host and President

THINGS TO REMEMBER

- o The Association only pays for the President's suite. Expenses of Commissioners attending for the Clerk of the Year are to be paid by them or their County.

*If the president wants flowers for the head table at the banquet and/or corsages for the officers, you will need to order those in advance.