

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

The North Carolina Certified County Clerk program is a voluntary certification 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.

The program evolved from the realization that North Carolina County 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 certification;
- 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 CERTIFICATION

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.

The certification 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.

RECERTIFICATION & ADVANCEMENT*

Designation as a NCCCC requires recertification every 3 years. An application must accompany proof of membership in good standing in the North Carolina Association of County Clerks (NCACC) and completion of 60 hours of continuing education and/or service as follows:

- Continuing education as documented by the NC School of Government transcript (including MMC Academies; Clerks' Regional Academy; Annual Clerk's School of Government and Annual Conference Academies);
- Registration and attendance at NC Association of County Commissioner conferences (3 hours per conference—must have proof of registration)
- Registration and attendance at National Association of Counties Conference (3 hours per conference—must have proof of registration)
- Registration and attendance at a conference or class of an affiliate association or one approved by the School of Government (3 hours per conference—must have proof of registration/completion)
- Service as a member of the Executive Board for the NCACC (4 hours for each year served)
- Service as Chair of a NCACC committee (2 hours for each year served)
- Other educational opportunities as approved by the Certification Committee (*documentation can be submitted at time of application for recertification*)

The three year recertification period begins on January 1 of the year the recipient is scheduled to receive their certification. *Certificates will be dated January 1 of the year the certificate is presented.* Application and payment for recertification must be received by the Chair of the State Certification Committee on or before January 31 of their year of recertification. Failure to submit a complete application could result in loss of certification. Exceptions to this policy will be reviewed by the Executive Committee of the NCACC on a case by case basis.

Clerks who have maintained their NCCCC certification for at least 6 years may apply for status as North Carolina Master County Clerk (NCMCC). This *advanced certification* will require an additional 45

hours of continuing education and participation over a 3 year period above and beyond the initial 60 hours.

For more information about this program or the NC Clerk's Association, check out nccountyclerks.org

**** This amendment to NC Clerk Certification Program was approved August 23, 2013 during Association business meeting in Greensboro.***

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HOW WILL IT WORK?

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RECERTIFICATION & ADVANCEMENT

Recertification will be required every three (3) years. Attendance at the NC Association of County Clerk's regularly scheduled conferences and schools may be counted toward the required 60 hours for recertification, as follows:

- NC Association of County Clerks' Annual Conference – 3 hours
- Continuing education as documented by the NC School of Government transcript (including MMC Academies; Clerk's Regional Academy; Annual City and County Clerks' School through the School of Government
- Registration and attendance at National and/or NC Association of County Commissioner conferences – 3 hours per conference
- Service as part of the NC Clerk's Association – Executive Board = 4 hours for each year served; Committee Chair = 2 hours for each year served
- Other Work related courses as approved by the Certification Committee

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