

# **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/development 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/development 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 program, 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 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 of 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**

Upon completion of the IIMC Clerks' Certification Institute written exam, an application will need to be completed and returned with the fee of \$65 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG framed North Carolina Certified County Clerk certificate. The 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.

The Association will incur the costs of and present a North Carolina Certified County Clerk name plate and pin to the recipients at the annual conference of the North Carolina Association of County Clerks.

## **RECERTIFICATION**

Designation as a NCCCC requires recertification every three 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 UNC School of Government transcript (including MMC Academies, Clerks' Regional Academy, Annual Clerks' School 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 Conferences (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 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 the 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 six years may apply for status as a North Carolina Master County Clerk.

### **ADVANCED CERTIFICATION – NCMCC**

The North Carolina Master County Clerk certification will require a prerequisite of six years as a NC Certified County Clerk, the required regular 60 hours of continuing education that must be obtained within a three-year period, and an additional 45 hours of continuing education that may be accrued over time and does not have to be within the three-year period.

Once the master certification is achieved, the advanced certification can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation every three years.

An application will need to be completed for the North Carolina Master County Clerk certification and returned with the fee of \$35 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG unframed North Carolina Master County Clerk certificate.

The Association will incur the costs of and present a North Carolina Certified Master County Clerk name plate and the certificate to the recipients at the annual conference of the North Carolina Association of County Clerks.

**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
- \_\_\_ 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: \_\_\_\_\_