

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 (IIMC); 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 – NORTH CAROLINA CERTIFIED COUNTY CLERK

To qualify as a North Carolina Certified County Clerk (NCCCC) through the North Carolina Association of County Clerks (NCACC) program, a candidate must be a member of the NCACC 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, Council of Governments (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 IIMC; **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 (SOG) at the University of North Carolina at Chapel Hill (UNC-CH). The subject areas will be determined by the Accreditation Board of Review in consultation with the SOG liaison.

FEES

A fee structure will be established by the SOG in consultation with the Professional Development Committee of the NCACC.

AWARD AND RECOGNITION

Upon satisfying one of the criteria for accreditation, an application will need to be completed and returned with the fee of \$65 to the Chair of the State Association Certification Committee on or before January 31. The fee covers the UNC-CH SOG framed North Carolina Certified County Clerk certificate. The NCCCC program certificates will be presented to the recipients during the banquet at the annual spring conference of the NCACC.

The Association will incur the costs of and present a NCCCC name plate and pin to the recipients at the annual conference of the NCACC.

RECERTIFICATION - – NORTH CAROLINA CERTIFIED COUNTY CLERK

Designation as a NCCCC requires recertification every three years. An application must accompany proof of membership in good standing in the NCACC and completion of thirty (30) hours of continuing education, service, and/or details as follows:

- Continuing education as documented by the UNC-CH SOG transcript (including MMC Academies, Clerks' Regional Academy, Annual Clerks' School and Annual Conference Academies)
- Registration and attendance at NC Association of County Commissioners conference work blocks (credit hours based on actual hours in work blocks– must have proof of registration and accompanying certification identifying work blocks attended)
- 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 SOG (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)

- If budgetary constraints prevent a clerk from satisfying the continuing education requirement, the clerk may nonetheless qualify for recertification by (1) providing the State Certification Committee with a letter from the county manager that explains the funding restrictions on the clerk's travel and training, and (2) passing a recertification examination administered by the UNC-CH SOG. The passing score on the examination will be determined by the Association's liaison at the SOG and the State Certification Committee.

The three-year recertification period begins on March 1 of the year the recipient receives certification. Certificates will be dated March 1 of the year the certificate is presented. Excess credit hours can be carried over.

Application and payment (\$35) 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.

Clerks who have maintained their NCCCC certification for at least six years may apply for status as a North Carolina Master County Clerk (NCMCC).

ADVANCED CERTIFICATION – NORTH CAROLINA MASTER COUNTY CLERK

The NCMCC certification will require a prerequisite of six years as a NCCCC, and 45 hours of continuing education that must be obtained within the three-year period prior to application for Master County Clerk. See bullet points above.

An application will need to be completed for the NCMCC certification and returned with the fee of \$35 to the Chair of the State Association Certification Committee by January 31. The fee covers the UNC-CH SOG unframed NCMCC certificate. The Association will incur the costs of and present a NCMCC name plate along with the certificate to the recipients at the annual spring conference of the NCACC.

Designation as a NCMCC also requires recertification every three years. An application must accompany proof of membership in good standing in the NCACC and completion of thirty (30) hours of continuing education, service, and/or details listed in the bullet points above and under RECERTIFICATION.

Application and payment (\$25) for recertification as a NCMCC 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.