

**NC ASSOCIATION OF COUNTY CLERKS  
BUSINESS MEETING**  
Hickory Convention Center  
Room: Conover 1  
Hickory, North Carolina  
Friday, August 24, 2018  
12:15 PM

The North Carolina Association of County Clerks held a Business Meeting at 12:28 p.m. on Friday, August 24, 2018 at the Hickory Convention Center, Conover 1, Hickory, North Carolina.

**Officers Present**

Laura Williams, President – Moore County  
Donna Buff, Secretary – Gaston County  
Trisha Hogan, Treasurer – Transylvania County

**Directors Present**

Debbie Harris – Director, Davidson County  
Denise Hogan – Director, Wake County  
Trisha Hogan – Director, Transylvania County  
Melissa Long – Director, Pender County  
Lindsay Ray – Director, Chatham County  
Julie Wand – Director, Onslow County

**Absent**

Jason Robinson, Vice-President – Yancey County  
Kimberly Hines, Immediate Past President – Pitt County

**Others Present**

Amy Bason, Legal Advisor, North Carolina Association of County Commissioners (NCACC)

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**Call to Order**

President Laura Williams called the meeting to order at 12:28 pm. She announced that Vice-President Jason Robinson was not in attendance because of his recent hospitalization and recovery.

**Invocation**

President Williams offered the invocation.

**Introductions**

Each Clerk and Deputy Clerk, as well as other guests, introduced themselves.

**Present were:**

Carolyn	Barger	Rowan County
Julie	Bennett	Washington County
Donna	Buff	Gaston County
Ann	Clark	Ashe County
Kym	Crowell	New Hanover County

Kay	Draughn	Burke County
Terri	Hugie	Durham County
Janice	Evans	Nash County
Tory	Frink	Alamance County
Yvonne	Gilyard	Deputy Clerk, Wake County
Debbie	Harris	Davidson County
Hazel	Haynes	Rutherford County
Angé	High	Polk County
Trisha	Hogan	Transylvania County
Denise	Hogan	Wake County
Nan	Holton	Craven County
Robin	Keller	Guilford County
Kristen	King	Franklin County
Melissa	Long	Pender County
Brenda	Reaves	Person County
Barbara	McCoy	Deputy Clerk, Ashe County
Cheryl	Mitchell	McDowell County
Lindsay	Ray	Chatham County
Brenda	Reaves	Person County
Ashleigh	Sloop	Forsyth County
Penny	Owens	Tyrrell County
Monica	Toomer	Deputy Clerk, Durham County
Cindy	Turbyfill	Avery County
Amanda	Varner	Randolph County
Julie	Wand	Onslow County
Laura	Williams	Moore County
Lynn	Wilson	Deputy Clerk, Davidson County
Paula	Woodard	Johnston County

### **Announcements**

President Williams made the following announcements:

- The Program Committee provided surveys at each table. Attendees should include any program suggestions for the upcoming annual conference and indicate if they had any interest in leading a particular session. She asked that the surveys be returned at the end of the meeting or emailed to Tory Frink (Program Committee Chair).
- Vice-President Jason Robinson asked to let everyone know he is recovering and is grateful for all of the thoughts and prayers he received during this time. Julie Bennett, suggested calling him at the end of the meeting, time permitting.

### **Approval of Minutes**

Secretary Donna Buff submitted a revision to the March 21, 2018 Board Meeting Minutes to add Angelina Kearney Dunlap, Warren County to the attendance for the Pinehurst meeting. Yvonne

Gilyard made a motion to approve as revised and Robin Keller provided the second. The motion carried unanimously.

### **Approval of Treasurer's Report**

Treasurer Trisha Hogan stated the Treasurer's Report, current as of July 26, 2018, was emailed to Association Members prior to the meeting and reported as follows:

Interest Checking	\$ 16,896.49
Money Market	\$ 67,875.95
Share Account	<u>\$ 5,099.32</u>

<b>Reconciled bank balance with transactions through July 26, 2018</b>	<b>\$ 89,871.76</b>
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Julie Bennett made a motion to approve the Treasurer's Report and Debbie Harris provided the second. The motion carried unanimously.

CHECKING ACCOUNT				
DATE	TRANSACTION	RECEIPTS	DEBITS	EXPLANATION
3/26/2018	Deposit	\$150.00		Banquet fees for spouses, 2018 Annual Conference; Membership for Cabarrus County Deputy Clerk
3/27/2018	Tim Eggebraaten (Ck. #1041)		(\$2,500.00)	2018 Annual Conference speaker, final payment-Invoice #351
3/27/2018	Randolph County Govt (Ck. #1042)		(\$550.00)	Scholarship for Amanda Varner-Annual Conference
3/27/2018	Service Fee		(\$1.00)	SECU Foundation
3/27/2018	Dividend Earned	\$4.09		Interest
4/26/2018	Service Fee		(\$1.00)	SECU Foundation
4/26/2018	Dividend Earned	\$3.99		Interest
4/30/2018	Gates County Govt (Ck. #1043)		(\$550.00)	Scholarship for Melissa Lawrence-Annual Conference
4/30/2018	Onslow County Govt (Ck. #1044)		(\$55.00)	Refund to Julie Wand for Regional Workshop
4/30/2018	Cabarrus County Govt (Ck. #1045)		(\$50.00)	Terri Hugie double payment of membership dues
4/30/2018	Pinehurst, LLC (Ck. #1046)		(\$15,590.68)	Annual Conference Final Payment
4/30/2018	Reimburse Laura Williams (Ck.#1047)		(\$74.26)	Nameplate for Pasquotank County Clerk for Annual Conference
4/30/2018	Awards Promotion (Ck. #1048)		(\$16.05)	Nameplate for Penny Owens
4/30/2018	Deposit	\$2,265.00		Dues and Annual Conference
4/30/2018	David Jones, CPA (Ck. #1049)		(\$450.00)	Preparation of 2017 annual tax documents
5/24/2018	Service Fee		(\$1.00)	SECU Foundation
5/24/2018	Dividend Earned	\$2.44		Interest
6/27/2018	Service Fee		(\$1.00)	SECU Foundation
6/27/2018	Dividend Earned	\$2.37		Interest
7/26/2018	Service Fee		(\$1.00)	SECU Foundation
7/26/2018	Dividend Earned	\$2.01		Interest
	Total	\$62,730.40	(\$45,833.91)	
	Balance	\$16,896.49		

Reconciled Bank Account Balances as of July 26, 2018:

Interest Checking	\$16,896.49
Money Market	\$67,875.95
Share Account	<u>\$ 5,099.32</u>
Total	<u>\$89,871.76</u>

*Trisha M. Hogan*

Trisha M. Hogan, Treasurer/Transylvania County Clerk  
 8/14/2018

## **Items of Business**

### ***Program Committee Update:***

President Williams introduced Tory Frink and thanked her for stepping up to lead the Program Committee in Jason Robinson's absence. She noted that work is underway on the annual conference program.

Tory commented on the surveys that were distributed and noted registrations for the Piedmont and Eastern Regionals had opened.

Secretary Donna Buff indicated the registration for the Western Regional (to be held in Gaston County) will open soon.

President Williams stated that Professor Trey Allen, UNC School of Government, has completed the itineraries for the upcoming regionals. She also noted that the program committee met earlier and discussed incorporating a community outreach initiative for the regional academies and the Annual Conference. She stated that more information would be forthcoming from the host counties.

### ***2019 Annual Conference Update:***

President Williams announced that planning is underway for the Annual Conference, which will be held in Pitt County March 20-22, 2019 at the Greenville Convention Center. Information will be sent out soon once the details have been finalized.

### ***Bylaws Handbook Revision – Certification:***

President Williams recalled the discussion held at the March Annual Conference regarding possible revisions to the bylaws and certification program. She noted that Amanda Varner, Committee Chair, emailed the recommended revisions to Association members and provided a copy to those in attendance. President Williams called for discussion.

Carolyn Barger recalled that the IIMC certification used to be the only certification program available to clerks. The School of Government worked with the Association to develop a program that was specific to North Carolina county clerks. She remarked on the hard work that past clerks put into obtaining their master certifications and the efforts of Professor Fleming Bell to establish a state-level program for county clerks, which was created to mirror the IIMC program. She expressed her opinion that the program requirements should stay the same.

To provide background on what led to the proposed revisions, Amanda Varner explained that discussion had been ongoing for a number of years. Several clerks were confused about the requirements for the NC Master Clerk Certification requirements. In addition, concerns were raised by several clerks/deputy clerks about obtaining their initial recertification, citing various reasons including budgetary issues, travel, time away from the office, etc.

Discussion ensued.

Amanda further clarified that the recurring discussion and concern didn't seem to be as much about the requirements for obtaining the Masters certification as the difficulty of obtaining the 60 hours for the basic recertification in the three-year timespan.

Debbie Harris pointed out that once the CMC or MMC certification is obtained, IIMC has no requirement to recertify. This allows the hard work to be completed upfront to obtain the initial certification and removes some the financial implications to maintain the certification. She added that a nominal amount of continued education for the NCCCC could also be considered.

Carolyn Barger agreed and noted that instead of reducing the hours, the recertification requirements could be removed. She added that now would be the time to adjust this requirement since many with an NCCCC or NCMCC are approaching recertification.

Kay Draughn suggested adding a date to the certificates to help track the recertification periods.

Robin Keller suggested adding more online education opportunities to help alleviate travel costs.

Amanda Varner responded that Professor Allen is working on this.

Lindsay Ray expressed her concern that if some level of continued education is not required counties may not allow their clerks to attend various courses.

Amanda Varner responded that was why the Committee left in the continued education requirement for recertification but reduced it to 30 hours for a 3-year period.

Debbie Harris suggested removing the time-frame cap. IIMC does not cap it.

Carolyn Barger noted that clerks should stress the importance of the required education as a valuable asset to their respective boards.

For clarification purposes, Amanda asked if the suggestion was to remove the recertification requirement; asked what the requirements were for the Masters certification.

Recapping the suggestions, President Williams stated once the initial certification is obtained, no recertification would be required; the Masters would require six years and a total of 105 hours and no additional recertification process thereafter. She noted the next opportunity to take up this matter would be the upcoming November 30<sup>th</sup> Academy.

Discussion continued on the approaching recertification deadline in January and how to handle the application process in light of the potential revisions.

Robin Keller introduced a motion to waive the certification fees through January until a decision could be made at the next meeting.

Carolyn Barger questioned if a quorum was present and Amy Bason, NCACC Legal Advisor, was consulted to interpret the quorum requirement according to the bylaws.

President Williams stated the number in attendance should satisfy the quorum requirements.

Ms. Bason stated that it could be argued, based on the spirit of the language, that an adequate number was present to conduct business.

Carolyn stated that text amendments require a 30-day notice to Association members.

The meeting discussion was paused briefly to allow Kevin Leonard, NCACC Chief Executive Officer, a point of personal privilege to thank clerks for all they do. He also expressed his appreciation for the assistance his son received while working on the NCACCs membership photo directory.

Discussion resumed.

Regarding the motion on the floor, President Williams stated more time was needed to study this matter and suggested holding off on any decision until the next meeting; could look at reimbursement of fees if it were deemed necessary.

Hearing no objection, President Williams moved to the next item of business.

### **Other Business/Announcements**

President Williams made the following announcements:

- Outstanding Clerk Committee Members Paula Woodard (Chair), Kristen King and Carolyn Barger have been working on some proposed revisions to the Outstanding Clerk Point Sheet. The intent is to clear up confusion and address some concerns regarding the current format. This was first discussed at the business meeting in March and was taken up again at the earlier Executive Committee meeting. They will continue to work on these revisions and get something out to the Association at least 30 days prior to the next meeting.
- IIMC has offered to let our Association members submit items for their quarterly newsletter. Any news or items of interest should be submitted prior to November 14<sup>th</sup>.
- Laptop bags - new members have expressed interest in the Association laptop bags; will get more information out on the Listserv as soon as possible.
- Regional Academies:
  - Eastern – Onslow Co., September 14, 2018
  - Piedmont – Caswell Co., September 28, 2018
  - Western – ~~Alleghany Co.~~, October 5, 2018 – *changed to Gaston County*
- Annual Conference
  - Pitt County, March 20-22, 2019 – Greenville, NC

Kristen King asked clerks to encourage their Commissioners to stop by the Builders Services Booth to view a presentation on Franklin County's comprehensive Emergency Response Plan.

Carolyn Barger noted that Rowan County took over the maintenance of the Association's website several years ago. She recalled there had been some discussion at some past meetings to look at overhauling the website. She noted some recent problems with the site and read an email from Ms. April Everett, Rowan County IT Director, which provided some points to consider as the website overhaul discussions proceed (see email attached).

Kristen King pointed out the Association has a healthy fund balance.

President Williams suggested putting together a website committee.

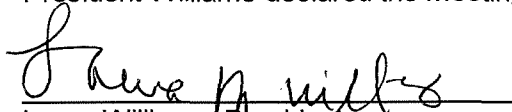
Carolyn stated her I.T. Director would probably be willing to help with the process and Amy Bason stated the NCACC would also be happy to help in terms of research.

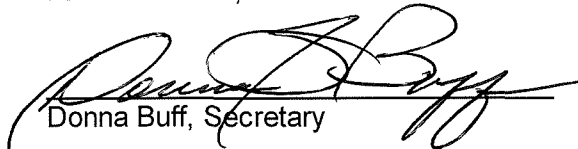
Robin Keller and Debbie Harris volunteered to serve on the committee.

President Williams asked them to coordinate with Carolyn and Amy.

**Adjournment**

Ms. Kristen King introduced a motion to adjourn the meeting. Kym Crowell provided the second and the motion carried unanimously. With no further business to come before the Association, President Williams declared the meeting adjourned at 1:21 p.m.

  
Laura Williams, President

  
Donna Buff, Secretary

Date Approved: March 21, 2019

**CERTIFIED COUNTY CLERK (CCC) PROGRAM**  
**School of Government, University of North Carolina – Chapel Hill**  
**North Carolina Association of County Clerks (NCACC)**

**APPLICATION FOR DESIGNATION**

**PERSONAL INFORMATION**

Name (As it will appear on the certificate): \_\_\_\_\_

Title: \_\_\_\_\_ Governmental Unit: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Media and/or Local Government Official to receive an e-mail announcing your CCC 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 North Carolina Association of County Clerks.

(MUST CHECK ONE OF THE FOUR BOXES BELOW)

☐ I have successfully completed course requirements for Clerks' Certification at the School of Government, and passed a written examination (documentation required); **OR**

☐ I have a minimum of three (3) years of experience as a full time county clerk, deputy clerk, COG secretary, or Executive Assistant to the NC Association of County Commissioners and have passed the examination (documentation required); **OR**

☐ I have previously received the Certified Municipal Clerk designation from the International Institute of Municipal Clerks (documentation required); **OR**

☐ I have successfully completed the County/Municipal Administration Course (documentation required).

☐ (For Deputy Clerks) I have enclosed a letter from my County Clerk verifying that I perform the duties which qualify for CCC Certification.

☐ I have enclosed the \$65 application fee, which covers the UNC SOG framed North Carolina Certified County Clerk certificate. (Please make checks payable to the School of Government.)

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~~ **conference of the North Carolina Association of County Clerks.**

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.

**Completed application and the fee of \$65 should be mailed to the Chair of the State Association Certification Committee on or before January 31.**

I hereby apply for 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 CCC Designation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFIED COUNTY CLERK (CCC) PROGRAM**  
School of Government, University of North Carolina – Chapel Hill  
North Carolina Association of County Clerks (NCACC)

**APPLICATION FOR MASTER CERTIFICATION**

**PERSONAL INFORMATION**

Name (As it will appear on the certificate): \_\_\_\_\_

Title: \_\_\_\_\_ Governmental Unit: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

☐ I am currently an active member of the North Carolina Association of County Clerks.

I received my first certification in \_\_\_\_\_ (year). I received my last certification in \_\_\_\_\_ (year).

Designation as a North Carolina Master County Clerk will require a prerequisite of six years as a NC Certified County Clerk and 45 hours of continuing education in addition to the required regular 60 hours that must be obtained within a three year period. The additional 45 hours 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~~ **30** hours of continuing education and participation every three years. Recertification is required every three (3) years and the recertification period begins ~~January~~ **March** 1 in the year you received your certification. Recertification forms must be received by the Association on or before January 31 in the year your certification expires. A copy of your transcript from the NC School of Government or other proof of attendance at North Carolina Association of County Clerk's academy classes and schools is required for proof of the required ~~sixty (60) hours plus 45 additional~~ **45 hours for initial Master certification or 30 hours for Master Recertification.**

Please list trainings/conferences attended since last certification (attached required documentation):

- |   |             |
|---|-------------|
| <input type="checkbox"/> Clerks' regional academies<br>Dates attended/hrs _____   | total _____ |
| <input type="checkbox"/> Master Municipal Clerk Academy Classes<br>Dates attended/hrs _____   | total _____ |
| <input type="checkbox"/> Other School of Government Courses/work related course<br>Course name/date/hrs _____   | total _____ |
| <input type="checkbox"/> Member Executive Board (4 hrs per year served)<br>Dates served _____   | total _____ |
| <input type="checkbox"/> Chair of Clerks' Association Committee (2 hrs per year served) and/or<br>Member(1hr per year) of Committee/date _____  | total _____ |
| <input type="checkbox"/> NC Association of County Commissioners Annual Conference ( <b>credit</b> hours<br><b>based on actual hours in work blocks</b> — must have proof of registration <b>and</b> |             |

agenda accompanying certification identifying work blocks attended)

location/date \_\_\_\_\_

total \_\_\_\_\_

☐

National Association of Counties Annual Conference or Legislative Goals  
Conference (1 hr) -- *must show proof of registration* location/date \_\_\_\_\_

total \_\_\_\_\_

☐

Hosting the Clerk's Conference or a State Association (NCACC, NACo or other)  
(3 hrs) location/date \_\_\_\_\_

total \_\_\_\_\_

☐

Other course work; webinars; certifications that enhance the ability to perform  
Duties as Clerk (hourly credit) *must show proof of registration* location/date \_\_\_\_\_

total \_\_\_\_\_

Total: \_\_\_\_\_

☐

I have enclosed the \$35 (re)certification fee, which covers the certificate.  
(Please make checks payable to the UNC School of Government.)

**The Association will incur the costs of and present an initial North Carolina Certified Master County Clerk name plate along with the certificate to the recipients at the annual spring conference of the North Carolina Association of County Clerks.**

I hereby apply for Master 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 MCCC Designation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Designation as a North Carolina Master County Clerk is valid for three years. Recertification **as MCC requires with 60-30** credit hours ~~is required~~ and failure to submit a recertification form, fee and required documentation to the Chair of the Recertification Committee for the Clerk's Association on or before January 31 of the year recertification is required will result in a lapse of said designation. To reinstate said designation, a new application must be submitted.

**Certificate of Attendance**

Date and Time: \_\_\_\_\_ Location: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Sponsor of Course: \_\_\_\_\_

Course Program/Title:

\_\_\_\_\_

By signing below, I certify that I attended the above-entitled Course.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **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 **satisfying one of the criteria for accreditation** ~~completion of the HMC 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 **on or before January 31**. 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 **during the banquet** at the annual ~~City and County Clerks' School, which is held in January of each year~~ **spring conference of the North Carolina Association of County Clerks**.

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~~ **30** 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 Commissioners conference **work blocks** (~~3 credit~~ **3** hours ~~per conference~~ **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 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~~ **March** 1 of the year the recipient ~~is scheduled to receive~~s certification. Certificates will be dated ~~January~~ **March** 1 of the year the certificate is presented. **Excess credit hours can be carried over.**

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~~ **and 45** hours of continuing education that must be obtained within the three-year period **prior to application for Master County Clerk**, ~~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~~ **30** hours of continuing education and participation every three years. **Excess credit hours can be carried over.**

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 **by January 31**. 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~~ **along with** the certificate to the recipients at the annual **spring** conference of the North Carolina Association of County Clerks.

**CERTIFIED COUNTY CLERK (CCC) PROGRAM**  
School of Government, University of North Carolina – Chapel Hill  
North Carolina Association of County Clerks (NCACC)

**APPLICATION FOR RECERTIFICATION\*\***

**PERSONAL INFORMATION**

Name (As it will appear on the certificate): \_\_\_\_\_

Title: \_\_\_\_\_ Governmental Unit: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

☐ I am currently an active member of the North Carolina Association of County Clerks.

I received my last certification in \_\_\_\_\_ (year).

Recertification is required every three (3) years and the recertification period begins ~~January~~ **March** 1 in the year you received your certification. Recertification forms must be received by the Association on or before January 31 in the year your certification expires. *A copy of your transcript from the NC School of Government or other proof of attendance at North Carolina Association of County Clerk's academy classes and schools is required for proof of the required ~~sixty~~ **thirty (30)** hours for recertification.*

Please list trainings/conferences attended since last certification (attached required documentation):

- |  |             |
|--|-------------|
| <input type="checkbox"/> Clerks' regional academies<br>Dates attended/hrs _____  | total _____ |
| <input type="checkbox"/> Master Municipal Clerk Academy Classes<br>Dates attended/hrs _____  | total _____ |
| <input type="checkbox"/> Other School of Government Courses/work related course<br>Course name/date/hrs _____  | total _____ |
| <input type="checkbox"/> Member Executive Board (4 hrs per year served)<br>Dates served _____  | total _____ |
| <input type="checkbox"/> Chair of Clerks' Association Committee (2 hrs per year served)<br>Committee/date _____  | total _____ |
| <input type="checkbox"/> NC Association of County Commissioners Annual Conference ( <b>credit</b> hours<br><b>based on actual hours in work blocks</b> – must have proof of registration and<br><b>agenda accompanying certification identifying work blocks attended</b> )<br>location/date _____ | total _____ |

Total: \_\_\_\_\_

☐ I have enclosed the \$25 recertification fee, which includes a certificate.  
(Please make checks payable to the UNC School of Government.)

I hereby apply for Re-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 CCC Designation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Designation as a North Carolina Certified County Clerk is valid for three years. Recertification is required and failure to submit a recertification form, fee and required documentation to the Chair of the Certification Committee of the North Carolina Clerk's Association on or before January 31 of the year recertification is required will result in a lapse of said designation. To reinstate said designation, a new application must be submitted. (Once received, it will be forwarded to the School of Government and a copy to the President of the NC Clerk's Association.)**

Request a Transcript for the NC School of Government at: [www.sog.unc.edu/webforms/transcript-request-form](http://www.sog.unc.edu/webforms/transcript-request-form)

*Certificate of Attendance*

Date and Time: \_\_\_\_\_ Location: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Sponsor of Course: \_\_\_\_\_

Course Program/Title:

\_\_\_\_\_

By signing below, I certify that I attended the above-entitled Course.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Barger, Carolyn M

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**From:** Everett, April G  
**Sent:** Wednesday, August 22, 2018 12:05 PM  
**To:** Barger, Carolyn M  
**Subject:** Website Upgrade Talking Points

Hi Carolyn,

I drafted a few talking points in case the topic of the website arises during your Friday Business meeting.

### Background

Web hosting is a service that allows organizations to post a website to the Internet. A web hosting service provider is a business that provides the technologies and services needed for the website to be viewed in the Internet. Websites are hosted, or stored, on servers.

The current Clerks Association website was created using DotNetNuke (DNN) open-source software and is being hosted on servers maintained by the County Commissioners Association. This comes at no monetary cost to the Clerks Association.

### Reasons to Upgrade

- **Improve Accessibility** - The current Clerks Association website is not mobile-friendly (objects and text do not resize based on device screen size making it difficult to read text).
- **Improved Functionality** – With a new site, you could build forms and have them routed to appropriate people within the association (ex. Membership renewal application goes to xxx; Committee Interest Form goes to xxx; etc.). This would allow you to keep the forms the same but change the routing within the website, rather than having to update PDFs each year to change names.
- **Support** – We currently have no support for the Clerks Association website. If something breaks, we have to figure it out and fix it without any assistance from a support team (ex. 300,000+ spam accounts filled up the log file in the SQL server and broke the site recently).
- **Sustainability** – Moving to a hosted solution would make the site more sustainable in the long term. A hosted solution would have a team of developers constantly making tweaks and upgrades based on browser compatibility, accessibility standards, etc. If we continue to maintain the site, it's up to Rowan County IT to make those changes manually.
- **Interactivity** – With a new site, members could subscribe to Calendars to learn about new events. The quarterly newsletter could be generated within the website and archived automatically rather than being generated in Word, converted to PDF, and uploaded to the website.

Let me know if I can do anything else to help, or if you have any questions.

Thanks!  
April



NORTH CAROLINA

*Be an original.*

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