

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

**APPLICATION FOR INITIAL DESIGNATION**

*Effective 12/14/2022 please complete application online at:*  
<https://www.sog.unc.edu/courses/county-clerks-certification-applications>

**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 NCCCC designation 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 given at the IIMC Clerks' Certification (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 \$75 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 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.

Completed application, \$75 fee, and documentation 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 NCCCC designation.

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

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

**Address to submit application, fee and required documentation:**

Kym Crowell, Clerk to the Board  
New Hanover County Board of Commissioners  
230 Government Center Drive, Suite 175  
Wilmington, NC 28403