

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

APPLICATION FOR RECERTIFICATION

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: _____

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 March 1 in the year you received your certification. **This application, \$45 fee, and required documentation must be received by the Chair of the Certification Committee on or before January 31 in the year your certification expires.** A copy of your transcript from the UNC 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 thirty (30) hours for recertification. Please refer to the NC Certified County Clerk Program document for more information.

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

- | | | |
|--------------------------|--|-------------|
| <input type="checkbox"/> | Clerks' regional academies
Dates attended/hrs _____ | total _____ |
| <input type="checkbox"/> | Master Municipal Clerk Academy Classes
Dates attended/hrs _____ | total _____ |
| <input type="checkbox"/> | Other School of Government Courses/work related course
Course name/date/hrs _____ | total _____ |
| <input type="checkbox"/> | Member Executive Board (4 hrs per year served)
Dates served _____ | total _____ |
| <input type="checkbox"/> | Chair of Clerks' Association Committee (2 hrs per year served)
Committee/date _____ | total _____ |

NC Association of County Commissioners Annual Conference (credit hours based on actual hours in work blocks - must have proof of registration and agenda accompanying certification identifying work blocks attended) location/date _____ total _____

Grand Total: _____

I have enclosed the \$45 recertification fee, which includes a certificate. (Please make checks payable to the UNC School of Government.)

I hereby apply for recertification status as a North Carolina Certified County Clerk (NCCCC) 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: _____

NOTE: Designation as a NCCCC is valid for three years. **Recertification is required and failure to submit a recertification application, \$45 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 UNC 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

Address to submit the recertification 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