

Ohio Association -of- Municipal Court Clerks

Certified Municipal

Court Clerk



Application
For
Certification

Certification Point Schedule

	<u>POINTS</u>
<u>Education Seminar</u> (by OAMCC & Kent State University).....	18
 <u>Formal Educational Degree</u>	
Associate Degree	3
Bachelor Degree.....	5
Graduate Degree	8
 <u>Clerk/Deputy Clerk Experience</u>	
Clerk of Court (each 2-year period, maximum 10 points).....	1-10
Deputy Clerk of Court (each 5-year period, maximum 2 points).....	1-2
 <u>OAMCC/District Association Meetings</u>	
Designated Educational Sessions (1 point for each session hour, maximum 4 points).....	1-4
District Association Meetings.....	.5
1999 Fall Conference (if registered).....	4
 <u>In-Service Courses</u>	
1 point for each ½ day session (maximum 3 points)	1-3
Court Related Education (from 1 point to a maximum of 3 points).....	1-3
 <u>Active Participation in the Court Clerk Profession</u>	
OAMCC Officer/Trustee*	2
OAMCC Committee Chairperson*.....	1
OAMCC Committee Member*5
OAMCC Conference Session Presenter*	1
Officer of OAMCC District Association*	1
Officer in Related Professional Association	1
Unique job performance and/or personal achievement benefiting the OAMCC.....	1

*For each year of service – effective May, 1999

CONTINUING CERTIFICATION ----- 10 points over a 2 year period

*FORMAL EDUCATION, EXPERIENCE, CONFERENCES
AND IN-SERVICE TRAINING MUST BE DOCUMENTED*

Ohio Association of Municipal Court Clerks

Personal and Professional

Code of Ethics

Believing in freedom throughout the world, allowing increased cooperation between Municipal Court Clerks and other officials, locally, nationally and internationally. I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as Municipal Court Clerk:

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;

To be ever mindful of my neutrality and impartiality; rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as a Municipal Court Clerk, do pledge to do in the interest and purposes for which our government has been established.

Signature

PLEASE CHECK EACH BOX AND ENCLOSE THE REQUIRED MATERIALS AS INDICATED

- ! I am currently a Municipal Court Clerk.
- ! I am currently an active member of OAMCC.
- ! I have been a member of OAMCC for two years.
- ! I have reaffirmed my belief in and practices of the OAMCC Code of Ethics.

Date I Assumed Office

I hereby apply for certification as a Certified Municipal Court Clerk with the Ohio Association of Municipal Court Clerks and attest that the following statements and presentations are accurate and true to the best of my knowledge.

Signature _____ Date _____

ANY PERSON FOUND TO HAVE OBTAINED OAMCC DESIGNATIONS UNDER FALSE PRETENSES WILL HAVE THEIR DESIGNATIONS RESCINDED.

BASIC INFORMATION

Name _____
Last First Middle

Title _____ Date Employed _____

Employed by _____ ! Elected ! Appointed
Municipality or Government Unit

Mailing Address _____ P.O. Box _____
MUST Be Street Address

City _____ State _____ ZIP/Postal Code _____

Telephone (____) _____ Fax (____) _____
Area Code Area Code

POINTS – A total of 50 points is required for certification.

EDUCATION

Applicants Must Document all Education Experience Claimed and Requested in this Section

EDUCATION	POINTS
Associate degree	3
Bachelor degree	5
Graduate/Masters degree	8

EXPERIENCE

Applicants Must Document all Education Experience Claimed and Requested in this Section

Full-time Municipal Court Clerk	POINTS 1 point for Every 2 years	MAXIMUM 10
Attendance at OAMCC Annual Conferences	To be determined by Certification Board	
Attendance at state, regional or national Municipal Court Clerks Meetings or conferences	To be determined by Certification Board	

DATES	MEETINGS/CONFERENCES	LOCATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN-SERVICE COURSES

POINTS MAXIMUM

Education courses and in-service training related to your position as Municipal Court Clerk

Note: Proof of attendance/completion is needed for all In-Service Courses

DATES	COURSES TITLE	SPONSOR	HOURS	EST PTS.	FOR OAMCC USE
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

! I have enclosed materials documenting these experiences.

TOTAL EXPERIENCE POINTS _____
Maximum 10

OPTIONAL PRESS RELEASE INFORMATION

Previous Municipal court service (location and dates) _____

Other government service (location and dates) _____

Other pertinent employment (location and dates) _____

Civic activities (dates and positions) _____

Professional association offices and accomplishments (including OAMCC) _____

Spouse _____ Children _____

MEDIA INFORMATION (Newspapers, Radio, Television)

Name Address

Name Address

Name Address

Responsible local government official to receive letter announcing your certification status (Optional)

Name _____

Title _____

Address _____

WHEN COMPLETED MAIL APPLICATION AND SUPPORTING DOCUMENTS

**TO: OHIO ASSOCIATION OF
MUNICIPAL COURT CLERKS**

**Eric Czetli
2310 Second St.
Cuyahoga Falls, OH 44221**