



# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

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## Requirements for TRMC Recertification

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After an enrollee has graduated from the Texas Municipal Clerks Certification Program, **recertification** is required every five years to maintain Texas Registered Municipal Clerk (TRMC) status. All TMCCP graduates working on recertification are required to complete the following **within five years**:

1. **Enroll** in the TMCCP Recertification Program.
2. Be a **member of TMCA, Inc.**, at time of recertification enrollment and maintain continuous membership throughout recertification.
3. Attend the following **six TMCCP seminars**:
  - 2 TMCCP Graduate Institute Seminars
  - 2 TMCCP Election Law Seminars
  - 2 TMCCP Seminars (other than the Graduate Institute and Election Law Seminars)
4. Accumulate a minimum of **60 points** from the following **educational options**:

each 20 points	<a href="#">Book report</a> (view <a href="#">list of books</a> approved for book reports; <a href="#">guidelines for book reports</a> )
20 points	<a href="#">TMCCP revised homework module</a>
20 points	<a href="#">Athenian Dialogue with assessment</a> (assessment due within 30 days; to be graded by Education Director Dr. Holt)
10 points (minimum 6-hour seminar) 20 points (minimum 12-hour seminar)	<a href="#">Knowledge Transfer Action Plan (KTAP) with approved seminar</a> (e.g., ARMA, TSL, and other professional certifications and groups outside of TMCCP)
20 points	<a href="#">IIMC Academy session with assessment</a>
5 points (1-5 hour course) 10 points (6-10 hour course) 20 points (11+ hour course)	<a href="#">IIMC-approved online distance learning course with assessment</a> (No more than 20 points total towards recertification. Must be completed during the recertification period. Effective January 1, 2018.)
20 points	<a href="#">Approved college course</a> (credit applied with assessment; copy of transcript also required)
40 points	<a href="#">Certified Public Manager (CPM) Program Certificate</a> (current and retroactive credit applied with assessment; copy of certificate also required)
30 points	<a href="#">Certain HR certifications</a> (current and retroactive credit applied with assessment; copy of certificate also required)
30 points	Associate degree in related field (current and retroactive credit applied with assessment & transcript)
50 points	Bachelor's degree or higher in related field (current and retroactive credit applied with assessment & transcript)