



TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

1155 Union Circle #305067, Denton, Texas 76203-5017

940-565-3488 | <http://municlerks.unt.edu>

APPLICATION

for **Travel Stipend**
or
Seminar Registration Fee Scholarship

CHECK ONE:	<input type="checkbox"/> Travel Stipend	<input type="checkbox"/> Scholarship
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NAME _____ TITLE _____

CITY _____ EMAIL _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

Have you been employed continuously for the past 24 months in the capacity of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; a combination of these positions; or as an employee of the city secretary's office who performs core city secretary duties? Yes No

How long have you been a member of TMCA, Inc.? _____

Seminar covered by this request: _____

Is this seminar needed to fulfill the TMCCP certification or recertification requirements? Yes No

Have you previously received a travel stipend or scholarship? Yes No

If yes: Stipend date _____ Scholarship date _____

- Attach** your letter of commitment stating how your education and professional goals will be enhanced by completion of the Texas Municipal Clerks Certification or Recertification Program.
- Attach** current TMCCP transcript.
- If** you are an employee of the city secretary's office but do not have the title of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; or a combination of these positions, **attach a letter of support** from the supervising city secretary supporting your participation in TMCCP and acknowledging that your job functions include supporting the city secretary in the core duties described in the [eligibility requirements](#).

If a travel stipend or scholarship is awarded, it must be used for the seminar specified. Recipient must reimburse TMCA, Inc., with the amount of an awarded travel stipend or scholarship if recipient should not continue to actively pursue course of study with TMCCP.

I attest that the information in and with this application is true and correct.

SIGNATURE

DATE

APPLICATION MUST BE RECEIVED AT LEAST TEN BUSINESS DAYS PRIOR TO SEMINAR.
Send application to:
 TMCCP, 1155 Union Cir #305067, Denton, Texas 76203-5017; or email: peggy.burnside@unt.edu