



# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

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## Requirements for TRMC Certification

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The Texas Municipal Clerks Certification Program is a self-paced distance learning program that consists of four courses. An enrollee must complete the program within ten years or start over.

To graduate, an enrollee must complete all four courses. **Each course** consists of **four modules of homework**, an **exam** over the homework, and **two course seminars**.

An enrollee must also have three years of paid TMCA, Inc., membership dues when graduating.

### Track Your Progress:

COURSE 1		COURSE 2		COURSE 3		COURSE 4	
	Homework		Homework		Homework		Homework
	<i>Module 1</i>		<i>Module 1</i>		<i>Module 1</i>		<i>Module 1</i>
	<i>Module 2</i>		<i>Module 2</i>		<i>Module 2</i>		<i>Module 2</i>
	<i>Module 3</i>		<i>Module 3</i>		<i>Module 3</i>		<i>Module 3</i>
	<i>Module 4</i>		<i>Module 4</i>		<i>Module 4</i>		<i>Module 4</i>
	Examination		Examination		Examination		Examination
	Seminar		Seminar		Seminar		Seminar
	Seminar		Seminar		Seminar		Seminar

*An enrollee may work on the courses in any order, and may also work on them concurrently. Course seminars and homework are separate—course seminars can be attended before, during, or after work on the homework.*

Questions? Contact us: 940-565-3488 or email [miriam.sheehan@unt.edu](mailto:miriam.sheehan@unt.edu) or [municlerks@unt.edu](mailto:municlerks@unt.edu).