



TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

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Requirements for TRMC Recertification

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 [Book report](#) (view [list of books](#) approved for book reports; [guidelines for book reports](#))

5 points for 2 webinars
10 points for 4 webinars
20 points for 6 webinars

[TMCCP webinars with assessment](#) (effective Jan. 1, 2021)

20 points [TMCCP revised homework module](#)

20 points [Athenian Dialogue with assessment](#) (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)

[Knowledge Transfer Action Plan \(KTAP\) with approved seminar](#) (e.g., ARMA, TSL, and other professional certifications and groups outside of TMCCP)

20 points [IIMC Academy session with assessment](#)

each 5 points [IIMC Conference concurrent session with assessment](#)
(No more than 20 points toward recertification for each IIMC conference. Must be completed during the recertification period. Effective January 1, 2019.)

5 points (1-5 hour course)
10 points (6-10 hour course)
20 points (11+ hour course)

[IIMC-approved online distance learning course with assessment](#)
(No more than 20 points total towards recertification. Must be completed during the recertification period. Effective January 1, 2018.)

20 points [Approved college course](#) (credit applied with assessment; copy of transcript also required)

30 points [Level II OR Level III Certified Court Clerk designation through the Texas Court Clerks Association/Texas Municipal Court Clerk Education Center](#)
(Points earned once and only for either the Level II or Level III Certified Court Clerk designation. Credit applied with assessment; copy of Certified Court Clerk certificate also required)

40 points [Certified Public Manager \(CPM\) Program Certificate](#) (current and retroactive credit applied with assessment; copy of certificate also required)

30 points [Certain HR certifications](#) (*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*)
