

## APPLICATION FOR CERTIFICATION

### APPLICANT INFORMATION

1. 

Last Name	First	Initial
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2. 

Title	County
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3. 

Mailing Address
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4. 

City	State	Zip Code
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5. 

Business Phone	Home Phone
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6. 

Home Address
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7. 

City	State	Zip Code
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### AFFIDAVIT

I, \_\_\_\_\_, do hereby apply for the following certification:

- \_\_\_\_\_ C.C.C.
- \_\_\_\_\_ C.E.A.
- \_\_\_\_\_ C.R.A.
- \_\_\_\_\_ C.R.A., C.E.A.

I further affirm that I have completed the practical experience component as listed below:

1. Experience as a County Clerk, or top Elections or Recording Official in counties that do not have a county clerk - 6 per year; experience as an administrator in a County Clerk's or County Elections/Recorders Office - 5 per year; experience as a City Recorder - 4.5 per year; experience from non-management position in a County Clerk's/County Elections/Recorders Office - 4 per year. (maximum of 60)

Position	County	Years Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal _____

2. Experience from other administrative position in local government (other than in a Clerk's, Recorders, or Elections Office) - 3 per year; attending college and/or trade school with coursework relevant to Clerk's/Recorder's/Elections Office (determination made by the Certification Committee) - 3 per year; serving on elected board of local government - 1.5 per year. (maximum of 48).

Position	Jurisdiction	Years Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal _____

3. Experience from other administrative positions in federal or state government (2 points for each year served, maximum of 10).

Position	Jurisdiction	Years Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal _____

4. Experience from administrative position in private sector (2 points per year, maximum of 16).

Position	Organization	Years Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal _____

5. Experience from non-management position in government (other than in a Clerk's, Recorders or Elections Office) - (1.5 points per year, maximum of 15).

Position	Jurisdiction	Years Served
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal _____



10. Serving as an officer in national professional association (.5 points per year, maximum of 2.5)

Office	Association	Dates Served
		Subtotal _____

11. Serving as a speaker, panel member or instructor at a job related convention or class or course of professional instruction (.5 points per class, maximum of 5).

Course	Sponsor	Date
		Subtotal _____

12. Serving on committee for state or national professional association and attending at least one committee meeting (.5 points per year, maximum of 5).

Association	Committee	Dates Served
		Subtotal _____

13. Attending/listening to legislative hearing pertaining to county clerk issues (1 point per hour, maximum of 5).

Bill Number	Committee	Dates
		Subtotal _____

14. Testifying in person or by phone at a legislative hearing pertaining to county clerk issues (2 points per testimony, maximum of 10).

Bill Number	Committee	Dates
		Subtotal _____

Total number of experience points earned : \_\_\_\_\_ points

## APPLICATION FOR CERTIFICATION AFFIDAVIT

I hereby do affirm that the information contained above and attached is true and correct to the best of my knowledge.

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Signature of Applicant

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Date