

***OREGON ASSOCIATION
OF
COUNTY CLERKS***

***CERTIFICATION
AND
CONTINUING EDUCATION
PROGRAM***



Adopted September 24, 1991
Revised September 1992
Revised August 1994
Revised August 2000
Revised August 2001
Revised August 2002
Revised August 2004
Revised August 2007
Revised September 2009
Revised August 2010

CERTIFICATION & CONTINUING EDUCATION PROGRAM

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**CERTIFICATION PROGRAM
OREGON ASSOCIATION OF COUNTY CLERKS**

ADOPTED SEPTEMBER 24, 1991

Mission Statement

To enhance education, productivity and service by encouraging professional growth for Oregon County Clerks and Recording and Election Officials.

Goals

1. To increase professional competence
2. To increase the values of the professional to the County
3. To increase the quality of service provided to the public
4. To provide an opportunity for County Clerks and Recording and Elections professionals to gain personal growth and development as well as professional recognition.

Objectives

The objective of the Certification Program is to provide County Clerks and Recording and Elections professionals with a framework within which they may seek practical, planned learning experiences through offerings that will enable them to learn the basic requirements of their position as well as to establish additional professional goals and skills necessary for advancement.

This will be accomplished through the identification, creation and offering of training opportunities which:

1. Introduce the County Clerks and Recording and Elections professionals to new ideals that will enhance effective performance in their offices;
2. Increase the professional's confidence to meet the ever-changing political, social and economic environment;
3. Enhance professional development through attendance and involvement in professional associations;
4. Emphasize the professional's role and the need for continued maintenance of high standards in providing services; and
5. Provide recognition of the professional's skills by awarding certification in the specific skill area in which the professional has demonstrated expertise.

CERTIFICATION EVALUATION COMMITTEE

The Certification Evaluation Committee shall be composed of 5 members of the Oregon Association of County Clerks appointed by the President with the approval of the Executive Committee.

The committee members shall, among themselves select the chair of the committee.

The initial terms of the membership appointed from the OACC shall be as follows:

Association Vice President	1 year
Member - County over 15,000 registered voters	1 year
Member - County over 15,000 registered voters	2 years
Member - County under 15,000 registered voters	1 year
Member - County under 15,000 registered voters	2 years

After the first year, members other than the Vice President shall be appointed for a term of three years.

Vacancies shall be filled by the President of the Association with the approval of the Executive Committee.

OPERATION OF CERTIFICATION PROGRAM

1. The program is administered by the Certification Evaluation Committee of the Oregon Association of County Clerks (OACC).
2. **Only full and associate members of the Oregon Association of County Clerks are eligible to receive certificates and be certified by the Association. Dues must be paid and current.** Four categories of certification are available based on a combination of points earned in the experience section and the education section.
3. The Chair of the Certification Evaluation Committee is responsible for maintaining all records for the certification program.
4. An applicant requests certification by submitting the "Application for Certification" form to the Chair of the Certification Evaluation Committee. All submissions must be typed. Applications must be received by June 15.
5. Certificates will be issued at the Annual Conference each year.
6. Original certifications are valid for six years. A person must submit an affidavit for re-certification with sufficient continuing education credits to be re-certified for an additional six year period.
7. The Certification Evaluation Committee shall make changes to the program to accommodate changes in the statutes. Any program changes will be presented at the annual or mid-winter conference of the Oregon Association of County Clerks.

CERTIFICATIONS

Certified County Clerk (C.C.C.)

A person is eligible to be certified as a County Clerk when the person has achieved a total of 150 points.

To become a Certified County Clerk a person must submit an application with:

- at least 80 points from the Experience Section (elections and recording related)
- at least 35 points from the Education Section (elections related)
- at least 35 points from the Education Section (recording related)
- evidence of appointment or election to the position of County Clerk in any Oregon county

Certification will be issued by the Oregon Association of County Clerks. Any person receiving such certification, upon official notification by the Association shall be entitled to use the designation "C.C.C." following the person's name.

Certified Elections Administrator (C.E.A.)

A person is eligible to be certified as an Elections Administrator when the person has achieved a total of 90 points.

To become a Certified Elections Administrator a person must submit an application with:

- at least 45 points from the Experience Section (elections related)
- at least 45 points from the Education Section (elections related)

Certification will be issued by the Oregon Association of County Clerks. Any person receiving such certification, upon official notification by the Association shall be entitled to use the designation "C.E.A." following the person's name.

Certified Recording Administrator (C.R.A.)

A person is eligible to be certified as a Recording Administrator when the person has achieved a total of 90 points.

To become a Certified Recording Administrator a person must submit an application with:

- at least 45 points from the Experience Section (recording related)
- at least 45 points from the Education Section (recording related)

Certification will be issued by the Oregon Association of County Clerks. Any person receiving such certification, upon official notification by the Association shall be entitled to use the designation "C.R.A." following the person's name.

Certified Recording Administrator and Elections Administrator (C.R.A., C.E.A.)

A person is eligible to be certified as a Recording Administrator and Elections Administrator when the person has achieved a total of 120 points.

To achieve certification a person must submit an application with:

- at least 60 points from the Experience Section (elections and recording related)
- at least 30 points from the Education Section (elections related)
- at least 30 points from the Education Section (recording related)

Certification will be issued by the Oregon Association of County Clerks. Any person receiving such certification, upon official notification by the Association shall be entitled to use the designation "C.R.A., C.E.A." following the person's name.

EXPERIENCE SECTION

<u>Experience</u>	<u>Points</u>	<u>Maximum</u>
1. Experience as a County Clerk, or top Elections or Recording Official in counties that do not have a county clerk	6 per year	60
Experience as an administrator in a County Clerk's or County Elections or Records 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	
2. Experience from other administrative position In local government (other than in a Clerk's, Records or Elections Office)	3 per year	48
Attending college and/or trade school with Coursework relevant to Clerk's/Recorder's/ Elections Office (determined by Cert Committee)	3 per year	
Serving on elected board of local government	1.5 per year	
3. Experience from other administrative positions In federal or state government	2 per year	10
4. Experience from administrative position In private sector	2 per year	16
5. Experience from non-management position in government (other than in a Clerk's, Records or Elections Office)	1.5 per year	15
6. Attendance at state convention of professional affiliation	.5 each	15
7. Attendance at national convention of professional affiliation	.5 each	5
8. Attendance at other related convention	.25 each	2.5
9. Serving as an officer in state professional association	1 per year	5
10. Serving as an officer in national professional association	.5 per year	2.5
11. Serving as a speaker, panel member or instructor at a job related convention or class or course of professional instruction	.5 per class	5
12. Serving on committee for state or national professional association and attending at least one committee meeting	.5 per year	5

13.	Attending/listening to legislative hearing pertaining to county clerk issues	1 per hour	5
14.	Testifying in person or by phone at a legislative hearing pertaining to county clerk issues	2 per testimony	10

EDUCATION SECTION

Educational credit shall be awarded for attendance at training sponsored by the Oregon Association of County Clerks, the Oregon Secretary of State, and national and state affiliate organizations. Training conducted by the above will be worth hour-for-hour credit in the education section.

Educational credit shall also be awarded for completion of college or university course work. College or university course work will be worth semester hours in the education section.

1. Training and education should be in the following subject matter:

- Conduct of Elections
- Voter Registration
- Candidate Requirements
- Initiative, Referendum and Recall
- Voters' Pamphlet
- Elections By Mail
- Campaign Finance
- Recording Process
- Indexing of Documents
- Deeds, Mortgages, Liens, Plats
- Archival Standards
- Microfilming
- Digital Imaging
- Board of Property Tax Appeals
- Administration, Management, Personnel, Budgeting, etc.

2. Points granted

1 (one) point = 1 (one) credit = minimum 50 minutes

The responsibility for documenting the acceptability of the program and the validity of points rests with the participants.

To obtain the educational requirements the following should be provided:

Copies of Certificates of Achievement and/or Training from the Oregon Association of County Clerks, the Oregon Secretary of State, and/or national and state affiliate organizations.

If you do not have a certificate, attach a listing of the following:

- School, Firm or Organization conducting the program
- Location
- Title of Program or Description of Content
- Dates Attended
- Points Claimed

REQUIREMENTS FOR CERTIFICATION

OREGON ASSOCIATION OF COUNTY CLERKS

GENERAL REQUIREMENTS FOR CERTIFICATION:

In order to receive a certification plaque from the OACC, applicants must successfully complete **BOTH** the education and experience components.

To apply for certification, you must do the following:

- (1) Complete the attached "Application for Certification".
- (2) Execute the attached affidavit. Applicants are responsible for keeping their own records. You must sign the affidavit.
- (3) Send the application forms to the Chair of the Certification Evaluation Committee, along with copies of "Certificates of Achievement" and "Certificates of Training" and any other certificates you have for training, conferences, etc.
- (4) All applications must be received on or before **June 15**.

APPLICATION FOR CERTIFICATION

APPLICANT INFORMATION

1. _____
Last Name First Initial

2. _____
Title County

3. _____
Mailing Address

4. _____
City State Zip Code

5. _____
Business Phone Home Phone

6. _____
Home Address

7. _____
City State Zip Code

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 _____

6. Attendance at the state convention of professional affiliation (.5 points per convention, maximum of 15).

Convention	Sponsor	Place	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal _____

7. Attendance at national convention of professional affiliation (.5 points per convention, maximum of 5).

Convention	Sponsor	Place	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal _____

8. Attendance at other related convention (.25 points per convention, maximum of 2.5).

Convention	Sponsor	Place	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal _____

9. Serving as an officer in state professional association (1 per year, maximum of 5).

Office	Association	Dates 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.

Signature of Applicant

Date

CONTINUING EDUCATION REQUIREMENTS FOR RE-CERTIFICATION

Original certification is valid for six years. A person must earn continuing education points in order to apply for re-certification for an additional six years.

Continuing education credit shall be awarded for attendance at training sponsored by the Oregon Association of County Clerks, the Oregon Secretary of State, and national and state affiliate organizations. Training conducted by the above will be worth hour-for-hour credit in the continuing education section.

Educational credit shall also be awarded for completion of college or university course work. College or university course work will be worth semester hours in the education section.

In order to apply for re-certification a person must have earned the number of points of continuing education as listed below. Points must be earned during the 72 months immediately preceding the application for re-certification.

Applications for re-certification cannot be submitted prior to seven months before the expiration of the person's current certification.

Certified County Clerk (C.C.C.) 45 points elections-related training; and
45 points recording-related training.

Certified Elections Administrator (C.E.A.) 45 points elections-related
training.

Certified Recording Administrator(C.R.A.) 45 points recording-related
training.

**Certified Recording Administrator and Certified Elections Administrator
(C.R.A.; C.E.A.)** 45 points elections-related training; and
45 points recording-related training.

To apply for re-certification, you must do the following:

- (1) Execute the attached affidavit. Applicants are responsible for keeping their own records. You must sign the affidavit.
- (2) Send the affidavit to the Chair of the Certification Evaluation Committee, along with copies of "Certificates of Achievement" and "Certificates of Training" and any other certificates you have for training, conferences, etc.
- (3) All applications must be received on or before **June 15**.

APPLICATION FOR RE-CERTIFICATION AND AFFIDAVIT

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

Signature of Applicant

Date

Send this affidavit to the Chair of the Certification Evaluation Committee, along with copies of "Certificates of Achievement" and "Certificates of Training" and any other certificates you have for training, conferences, etc to apply for re-certification.