



# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

1155 Union Circle #305067, Denton, TX 76203-5017 • 940-565-3488 • municlerks@unt.edu • municlerks.unt.edu

## 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	<a href="#">Book report</a> (view <a href="#">list of books</a> approved for book reports; <a href="#">guidelines for book reports</a> )
20 points	<a href="#">TMCCP revised homework module</a>
20 points	<a href="#">Athenian Dialogue with assessment</a> ( <i>assessment due within 30 days; to be graded by Education Director Dr. Holt</i> )
10 points ( <i>minimum 6-hour seminar</i> ) 20 points ( <i>minimum 12-hour seminar</i> )	<a href="#">Knowledge Transfer Action Plan (KTAP) with approved seminar</a> ( <i>e.g., ARMA, TSL, and other professional certifications and groups outside of TMCCP</i> )
20 points	<a href="#">IIMC Academy session with assessment</a>
each 5 points	<a href="#">IIMC Conference concurrent session with assessment</a> ( <i>No more than 20 points toward recertification for each IIMC conference. Must be completed during the recertification period. Effective January 1, 2019.</i> )
5 points ( <i>1-5 hour course</i> ) 10 points ( <i>6-10 hour course</i> ) 20 points ( <i>11+ hour course</i> )	<a href="#">IIMC-approved online distance learning course with assessment</a> ( <i>No more than 20 points total towards recertification. Must be completed during the recertification period. Effective January 1, 2018.</i> )
20 points	<a href="#">Approved college course</a> ( <i>credit applied with assessment; copy of transcript also required</i> )
40 points	<a href="#">Certified Public Manager (CPM) Program Certificate</a> ( <i>current and retroactive credit applied with assessment; copy of certificate also required</i> )
30 points	<a href="#">Certain HR certifications</a> ( <i>current and retroactive credit applied with assessment; copy of certificate also required</i> )
30 points	Associate degree in related field ( <i>current and retroactive credit applied with assessment &amp; transcript</i> )
50 points	Bachelor's degree or higher in related field ( <i>current and retroactive credit applied with assessment &amp; transcript</i> )