



CALIFORNIA COURT ASSOCIATION, INC.

THE CALIFORNIA COURT ASSOCIATION

Court Clerk Certificate Program

*"The more seriously
you take your
growth, the more
seriously your
people will take
you."*

-John Maxwell





The California
Court Association

Court Clerk Certificate Program

The California Court Association is dedicated to enhancing the quality of the California Justice system through personal and professional development of judicial support staff by providing education, training, and support to its members.

ABOUT THE PROGRAM

The objective of this certificate program is to assist in developing and enhancing current skills.

The Court Clerk Certificate Program (CCCP) will take up to three years to complete by attending regularly scheduled CCA events. At each CCA event there will be applicable CCCP classes to attend.

To successfully complete the program the following classes must be completed:

- **What Does Appeals Need from You**
- **Understanding JBSIS and its Impact**
- **Collaboration between the Clerk's Office, Courtroom, and Records**
- **Managing Organizational Change**
- **Organizational & Personnel Management**
- **Career and Personal Development**

APPLYING TO THE PROGRAM

1. Enroll in the Court Clerk Certificate Program online
2. Pay the Court Clerk Certificate Program enrollment fee online - (\$25.00)
3. Contact the Certification Program Coordinator through the online system

COURT CLERK CERTIFICATION PROGRAM REQUIREMENTS

As a participant of the Court Clerk Certificate Program you will be required to attend and maintain the following requirements:

- Attend all required training classes
- Complete the sign in sheets for each class
- Complete class assignments (if applicable)
- Complete program within three years
- Apply online for graduation after completion of the second year
- Attend graduation award ceremony at the annual convention.

APPLICATION FOR COURT CLERK CERTIFICATE PROGRAM

LAST NAME	FIRST NAME	MEMBER NUMBER	
COURT NAME		COUNTY	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER		FAX NUMBER	
PERSONAL PHONE NUMBER		PERSONAL EMAIL ADDRESS	
COURT ADMINISTRATOR		EMAIL ADDRESS	
EDUCATION (CIRCLE HIGHEST LEVEL COMPLETED)			
SOME HS HS/DIPLOMA/GED SOME COLLEGE ASSOCIATES BACHELORS MASTERS PhD/JD			
ADDITIONAL EDUCATION/CERTIFICATES			

I hereby apply to participate in the California Court Association *Court Clerk Certificate Program*.

Signature

Date

INSTRUCTIONS:

- Scan this completed application to the Training and Certification Committee at the following email address: info@calcourt.org
- Pay the \$25 application fee online at the CCA Store, www.calcourt.org
- If you are unable to pay online, please submit a check made payable to CCA:

California Court Association
Attn: Training and Certification Committee
950 Glenn Drive, Suite 150
Folsom, CA 95630

- Attend all 36 hours required Court Clerk Certificate Program training classes.
- Complete program within three years.
- Apply online for graduation; include proof of attendance to all classes.
- Attend graduation award ceremony at the annual convention.