North Carolina Certified Municipal Clerk
RECORD OF CONTINUING EDUCATION for RE-CERTIFICATION

Please complete the following certificate information:

Name: (please print) _____ Municipality: _____

Mailing Address: _____ Date of Current Certification: _____

Phone: _____ Email: _____

****NOTE: 30 hours of continuing education over a 5-year period are required for NCCMC Re-certification.**

As you complete an approved seminar for continuing education contact hours, fill in each column as appropriate, listing the agency sponsoring the course & the number of approved hours in the appropriate columns. (See example)

Name of Seminar	Location of Seminar	Date	NAME OF AGENCY SPONSORING CONTINUING EDUCATION COURSES						
			Courses offered by the UNC School of Governement	Courses offered by a North Carolina State Agency (Secretary of State, DOT, DENR, Board of Elections, etc.)	Courses offered by a Federal Agency (FEMA, Census Bureau, etc.)	Courses offered by the North Carolina League of Municipality	Courses offered by a State or Community College relating to a Clerk's position	Other Courses approved by the NCAMC State Certification Committee	Number of Hours
Example:									
Notary Public	**Clayton, NC**	**10/25/2013**					**Johnston Community**		**8**

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