

OKLAHOMA MUNICIPAL COURT CLERK'S ASSOCIATION

CERTIFICATION

<u>Court Administration</u>	<u>Hours</u>
Orientation to Courts	3
Appeals	1
Bail Bond Procedures	1
Case Management	2
Legislative Update	2
Warrants	1
Juvenile Law	1
Alternative Sentencing	1
Records/Financial Management	<u>3</u>
Total hours required	15

<u>General Education</u>	<u>Hours</u>
Ethics in Government	2
Civil Liability	1
Forms Design	1
Outside Agency Relations	2
Leadership	<u>3</u>
Total hours required	9

<u>Electives</u>	<u>Hours</u>
Supervision	2
Time Management	2
Business Writing	2
Goal Setting	2
Public Relations	2
Stress Management	2
Interpersonal Communication	2
Jury Management	<u>2</u>
Total hours required (out of 16 listed)	12

Certification Requirements - 36

MASTERY CERTIFICATION

<u>Mastery Certification</u>	<u>Hours</u>
Legal Research	1
Human Resources Rules & Regulations	1
Open Records	1
Fraud Prevention	1
Advanced Leadership	1
Mastery Public Relations	1
Mastery Sessions Only	6
Additional Accumulative Hours	<u>34</u>
	40

Mastery Education Requirements - 76

Must be Certified to begin Mastery Certification

Experience & Professional Activity

Credit is based on the following criteria:

- 4 points for a full year of service working in municipal court;
- 2 points for attending an OMCCA Annual Conference;
- 1 point for attending an OMCCA all day workshop; or
- 2 points for attending a National Court Administration Conference.

Maximum accumulated points - 14

