South Carolina Clerks To Council
Advanced Certification Curriculum & Requirements
Adopted February 8, 2014

The Advanced Certification Program offered through the South Carolina Clerks to Council Association, provides additional professional development opportunities for those clerks who have completed and obtained their certification from the County Clerks to Council Training Program. The Advanced Certification Program curriculum includes both continuing education and professional and social contribution components to not only increase the clerk's individual knowledge, skills, and abilities, but to increase the collective quality of the profession as a whole.

<u>**Advanced Certification Requirements:**</u>

1. Be a SCCCA Certified County Clerk or Deputy Clerk.

2. Attain 6 points (18 hours) in the Continuing Education category.
In order to receive certification credit, all courses taken for continuing education credit must meet the County Clerks to Council Training Program course criteria and appropriate documentation must be provided.

- To receive credit for SCCCA courses, IOGCO courses, or SCAC webcasts candidates must complete and submit a Knowledge Transfer Questionnaire for each course within 30 days of completion to the SCCCA Certification Committee Chair.
- To receive credit for serving as a presenter for SCCCA courses, candidates must supply a course outline or handouts, and a course program or flyer with candidate's name listed as presenter.

Continuing Education	Points
SCCCA course*	1 point
IOGCO course*	1 point
SCAC webcast*	1 point
Presenter at SCCCA course	1 point

*Special Considerations:
- <u>Up to two (2)</u> of the same courses taken to obtain initial certification may be repeated for advanced certification credit, but such courses cannot be taken within in less than two years' time.

3. Attain 4 points in the Professional and Social Contributions category.
In order to receive certification credit, proper documentation must be presented for each contribution.

- To receive credit for serving as a SCCCA committee member, chair, or executive committee member, candidates must serve a full term and submit documentation signed by the Association President indicating the candidate has served in the specified capacity for the required length of time.

- To receive credit for serving as a SCCCA mentor, candidates must serve one year as a mentor and submit documentation signed by the Association President indicating the candidate has met this requirement.
- To receive credit for serving as a presenter for SCCCA courses, candidates must supply a course outline or handouts, and a course program or flyer with candidates name listed as presenter is required.

Professional & Social Contribution	Points
SCCCA Committee Member	2 points
SCCCA Committee Chair	2 points
SCCCA Executive Committee Member	2 points
SCCCA Mentor	1 point
Presenter at SCCCA course*	1 point

*Special Considerations:
- While presenting at a SCCCA course may count toward either continuing education OR professional/ social points, the same course may not count toward both.

The University representative will provide and maintain a Curriculum Worksheet for each candidate seeking advanced certification. Knowledge transfer questionnaires must be submitted to the Certification Committee Chair as outlined above. All other supporting materials must be submitted directly to the designated University representative.

Upon completion of the Advanced Certificate Program, participants will be presented with a certificate, a letter of completion written from the University of South Carolina, and be designated as a Master Clerk to Council.