

**GUIDELINES FOR CERTIFICATION OF COURT CLERKS**  
**Oklahoma Cooperative Extension Service<sup>1</sup>**

1. Courses to be offered as certification classes shall be in the following categories<sup>2</sup>:

**MODULE 1: Management Courses:**

Supervisory Skills 1	12 credit hours
Supervisory Skills 2	12 credit hours
Managing Personnel in an At-Will Organization (Management Only)	12 credit hours
Fundamentals of Administration/Management	6 credit hours
Change Management	6 credit hours
Title VII: Laws Affecting Employment (Management Only)	6 credit hours
Overview of County Government	6 credit hours
Public's Right to Know (Open Records)	6 credit hours
Documentation and File Building (Management Only)	6 credit hours
Interviewing for Success	6 credit hours
County Budget Process	12 credit hours
Customer Service	6 credit hours

**MODULE II: Court Clerk Specific Courses:**

Court Clerk Bail Bonds/Forfeiture	6 credit hours
Court Clerks Civil and Criminal Appeals	6 credit hours
Court Clerk Confidentiality of Records	6 credit hours
Court Clerk Destruction of Records	4 credit hours
Court Clerk Handbook Overview	12 credit hours
Court Clerk Juvenile Procedures	3 credit hours
Court Clerk New Officer or Refresher Class	6 credit hours
Court Clerk Reports and Forms	6 credit hours
Statute Reference & Legislative Process	9 credit hours

2. The primary focus of certification will be court clerks. Deputies may be offered courses; however, if a class is filled to capacity, court clerks will be given priority.
3. A total of 60 credit hours of approved courses will be required for certification: 30 hours in management courses and 30 hours in court clerk specific courses. The particular set of courses taken in each module will be at the discretion of the court clerk.
4. Court clerks, upon completion of 60 credit hours of approved courses, will receive a Certificate of Certification. Deputies, upon completion of 60 credit hours of approved courses, will receive a Certificate of Completion.

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<sup>1</sup> Within these guidelines, Oklahoma Cooperative Extension Service at Oklahoma State University will be referred to by the county government training program abbreviation, OSU-CTP.

<sup>2</sup> Credit given based on classroom attendance of entire course.

5. Additional, suitable courses will be added to the above lists as they are developed by OSU-CTP.
6. July, 2004, and thereafter, all classes added to Module I or Module II of the guidelines, shall convey credit to all court clerks and deputies for courses taken within the 4-year window (as defined in Number 11 of these guidelines) as if those classes had been in the guidelines. In other words, additional courses added under guideline #5 will count retroactively.
7. Tracking of the courses taken will be the responsibility of the OSU-CTP. No testing will be necessary for certification; however, courses must be attended in their entirety to the satisfaction of the Court Clerk Advisory Board and OSU-CTP.
8. Participation in the certification is required by Oklahoma Statutes Title 19 § 130.7.
9. Guidelines shall be in accordance with state law.
10. Discretionary courses may be taken and can be used as continuing education. Guidelines for continuing education for court clerks are as follows: Beyond certification, court clerks are to receive 6 hours per year of continuing education in order to maintain annual certification. This may be done by taking any certification course offered to any other county officers, professional development workshops, and other programs offered by OSU-CTP. A one-day course is usually six hours in length. Other training, besides OSU-CTP courses, might also qualify. A three person committee consisting of an SA&I representative, an OSU-CTP representative, and President of the Court Clerks Association will make decisions regarding continuing education credit for those programs that are not OSU-CTP courses. A course taken toward certification may be counted only once; however, once certification has occurred, a course may be taken more than once and counted toward continuing education. Classes provided by AOC and KellPro and programs provided by SA&I will be accepted for continuing education credits.
11. Court Clerk Courses for certification are to be completed in four years. Start date of the 4-year window will be January 1 of the year following the first class taken. The 4-year period will run January 1 to December 31 four years later.(The same 4-year window applies to deputies pursuing a Certificate of Completion.) Exceptions to the 4-year window may be granted for extra-ordinary circumstances upon application to and approval of the governing board of the Court Clerks Association and OSU-CTP. In the case where a deputy court clerk becomes court clerk, the 4-year window for Certification shall have begun two years prior to the most recent January 1 that precedes the date they took office. Therefore, courses taken toward a Certificate of Completion within this window of time become courses taken toward a Certificate of Certification.
12. Guidelines are subject to review by the governing board of the Court Clerks Association and the Court Clerk Advisory Board appointed by OSU-CTP (Title 19 § 130.4) and OSU-CTP. Authority to approve and implement Guidelines changes shall be that of OSU-CTP.
13. Certificates will be awarded each year at the Court Clerks School.
14. Upon completion of certification, continuing education requirements start the following calendar year. (Continuing education requirements do not apply to court clerk employees but employees are welcome to attend educational programs after receiving a certificate of completion.)

15. It is the responsibility of the student to furnish a “REQUEST FOR CONTINUING EDUCATION CREDIT” form to OSU-CTP for courses presented by organizations other than OSU-CTP with the exception of the AOC, KellPro, and SA&I educational programs described in guideline #10. The prescribed form, furnished by OSU-CTP, must be signed by an authorized instructor from the organization, noting the title of the class and the number of attendance hours. These courses will be considered for continuing education credit upon furnishing OSU-CTP a completed form.

(Updated on December 10, 2009)

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