8-8-2004

Technical Bulletins: City Recorder Certification Update

Margaret Norris
*Municipal Technical Advisory Service*, Margaret.Norris@tennessee.edu

Follow this and additional works at: [https://trace.tennessee.edu/utk_mtastech](https://trace.tennessee.edu/utk_mtastech)

Part of the *Public Administration Commons*

The MTAS publications provided on this website are archival documents intended for informational purposes only and should not be considered as authoritative. The content contained in these publications may be outdated, and the laws referenced therein may have changed or may not be applicable to your city or circumstances.

For current information, please visit the MTAS website at: [mtas.tennessee.edu](http://mtas.tennessee.edu).

**Recommended Citation**
[https://trace.tennessee.edu/utk_mtastech/72](https://trace.tennessee.edu/utk_mtastech/72)

This Bulletin is brought to you for free and open access by the Municipal Technical Advisory Service (MTAS) at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in MTAS Publications: Technical Bulletins by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.
Overview
In 1994 Chapter 648 of the Public Acts of 1994 added a law that required municipal clerks and recorders to become certified by completing 100 hours of education. The legislation also required that the certification be maintained by obtaining 18 hours of continuing education every three years. This law can now be found in the Tennessee Code Annotated 6-54-120.

Who Must Comply?
Any municipality with a population of 1,500 or greater (according to the 1990 or any subsequent federal census) that employs an officer or employee responsible for the duties of a municipal clerk or recorder—taking and preserving minutes, serving as custodian of records, providing and certifying copies, etc.—must have at least one certified person. Of course, a municipality may have more than one certified clerk or recorder. All such employees who were serving when the law went into effect had until July 1, 1998, to become certified. Any clerk or recorder hired after the law went into effect must become certified within four years.

Are There Any Exceptions?
The exceptions are
• Any clerk or recorder in a municipality of less than 1,500 population;
• Any municipal clerk or recorder who is licensed (and required to maintain the license) to practice law in the state of Tennessee; and
• Any appointed city manager or administrator who possesses a master's degree in public administration.

Also exempt from the initial requirement is any person who has served as both a city judge and city recorder for at least 25 years. Notwithstanding these exceptions, any city or town may, by ordinance, require the clerk or recorder to obtain certification, even if it is exempted under the population requirements (fewer than 1,500 residents).

What Does It Take to Get Certified?
To be certified, a person must either obtain a certificate from the International Institute of Municipal Clerks (IIMC) or must complete a minimum of 100 credit hours of applicable education.

What Does It Take to Retain the Certification?
Those who are already certified must attend a minimum of 18 hours of continuing education courses every three years.

How Do I Earn the Credit Hours?
• Receive 25 credit hours toward initial certification if you have an Associate of Arts or Science degree.
• Receive 50 hours toward initial certification if you have a Bachelor of Arts or Science degree. (You may receive the 50 hours credit only one time, even if you hold more than one degree.)
• Attend the Municipal Clerks Institute offered through the University of Tennessee Municipal Technical Advisory Service (UT-MTAS) that is coordinated by the Tennessee Association of Municipal Clerks and Recorders (TAMCAR). The institute lasts 2.5 days and will give you 17.5 credit hours. Institutes are offered each spring and fall, and scholarships are available when local funding limitations or policies might otherwise prevent participation.
• Attend the Academy for Advanced Education offered through UT-MTAS and coordinated by TAMCAR. The academy is offered each fall in conjunction with the institute, and scholarships are available when local funding limitations or policies might otherwise prevent participation.
• Attend the International Institute of Municipal Clerks annual conference that is held every year in May.
• Attend City University seminars offered by UT-MTAS and receive four hours credit per half-day class. A different course is offered each month in locations across the state.
• Attend seminars conducted by the Tennessee Municipal League Risk Management Pool. These courses are typically offered regionally and last four hours.
• Attend the Local Government Leadership Program offered by the University of Tennessee Institute for Public Service (IPS) and receive 12 hours credit for the three-day program.
• Attend job-related seminars offered by private organizations. (Credit hours may vary.)
• Complete online self-teaching computer programs as approved by the secretary of state. (Credit hours may vary.)

How Do I Apply for Credit Hours?
Whether you are applying for the initial certificate or the continuing education credits, you should contact the Division of Business Services for an application. Request form number SS-4507, appropriately titled “Application for Certification of Municipal Clerks and Recorders and Continuing Education Credit.” Contact the division at 312 Eighth Avenue North, 6th Floor, Snodgrass Tower, Nashville, Tennessee 37243. Phone: (615) 741-3699. Fax: (615) 741-7310. E-mail: services@mail.state.tn.us.

For more information contact your MTAS municipal management consultant or The University of Tennessee Municipal Technical Advisory Service. Kurt Frederick, Training Consultant (serves as institute director for the Tennessee Municipal Clerks Institute and the Tennessee Academy for Advanced Education) 226 Capitol Boulevard, Suite 606, Nashville, Tennessee 37219-1804. Phone: (615) 253-6385. Fax: (615) 532-4963. E-mail: kurt.frederick@tennessee.edu. Web site: http://www.mtas.tennessee.edu.

International Institute of Municipal Clerks 8331 Utica Avenue, Suite 200, Rancho Cucamonga, California 91730. Phone: (909) 944-4162. Fax: (909) 944-8545. Message Center: toll free (800) 251-1639. E-mail: hq@iimc.com. Web site: http://www.iimc.com.
MTAS OFFICES

Knoxville (Headquarters) . . . . . . . (865) 974-0411
Johnson City . . . . . . . . . . . . (423) 854-9882
Jackson . . . . . . . . . . . . . . . . . . . . . (731) 423-3710
Nashville . . . . . . . . . . . . . . . . . (615) 532-6827
Martin . . . . . . . . . . . . . . . . . . . . . . . . . . (731) 587-7057

The Municipal Technical Advisory Service (MTAS) is a statewide agency of The University of Tennessee Institute for Public Service. MTAS operates in cooperation with the Tennessee Municipal League to provide technical assistance services to officials of Tennessee's incorporated municipalities. Assistance is offered in areas such as accounting, administration, finance, public works, ordinance codification, and wastewater management.

MTAS Technical Bulletins are information briefs that provide a timely review of topics of interest to Tennessee municipal officials. Technical Bulletins are free to Tennessee local, state, and federal government officials and are available to others for $2 each. Photocopying of this publication in small quantities for educational purposes is encouraged. For permission to copy and distribute large quantities, please contact the MTAS Knoxville office at (865) 974-0411.

www.mtas.tennessee.edu

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution.

MTAS0613 • E14-1050-000-149-05