



**MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
APPLICATION FOR COURT ADMINISTRATOR CERTIFICATION**

Administered by:
The Missouri Association for Court Administration
and
The Missouri Training Institute - University of Missouri

1. Social Security Number (Please type or print) _____ - _____ - _____

2. _____
Full Name (Last) (First) (Middle)

3. _____
Employed by Title Hire Date

4. _____
Mailing Address City State Zip

5. _____
(Area Code) Phone Number

6. _____
Date of Birth

I hereby apply for certification as a Court Administrator by the Certification Committee of the University of Missouri, and I hereby attest that the following statements and presentations are accurate and true to the best of my knowledge.

I have enclosed the \$65.00 application fee (payable to *University of Missouri*) and understand that it is non-refundable.

Signature: _____ Date: _____

MACA & MTI USE ONLY

Check # _____ Rec'd.

Approved: _____ Yes _____ No

If no, reason:

CODE OF ETHICS

FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DENIAL OF CERTIFICATION

As a member of the Missouri Association for Court Administration, I solemnly pledge:

That, as a judicial employee I will strive to uphold the policy of the judges and will be loyal and respectful,

That I will always conduct myself in a manner to reflect the dignity and humanity of my profession,

That I will maintain the confidential nature of my position,

That I will respect my position of trust and will maintain unquestionable honesty and integrity,

That I will endeavor, by constant pursuit of educational programs to increase the knowledge that is necessary to enhance by profession,

That I will serve the public with constancy regardless of sex, race, or creed and uphold the Constitution of the United States; the laws of the State of Missouri.

Signature _____

BASIC REQUIREMENTS

FAILURE TO MEET ALL BASIC REQUIREMENTS WILL RESULT IN DENIAL OF CERTIFICATION

FAILURE TO ENCLOSE REQUESTED DOCUMENTATION WILL RESULT IN DENIAL OF CERTIFICATION

1. Have you performed the duties of a Court Clerk, Deputy Clerk or Court Administrator for at least four years? Yes No
2. Have you been a member of the Missouri Association of Court Administration for a period of four consecutive years? Yes No
3. Are you a current member of MACA? Yes No
4. Do believe in and practice the MACA Code of Ethics? Yes No
5. Furnish a letter of recommendation from a Judge or Certified Court Administrator as sponsor.
 Letter enclosed Name & Title of Sponsor:
6. Accumulate a minimum of 100 points in the *Education Category*:

EDUCATION CATEGORY

(Must accumulate 100 points in this category)

FAILURE TO ENCLOSE REQUESTED DOCUMENTATION WILL RESULT IN DENIAL OF CERTIFICATION

1. Bachelor's Degree from an accredited institution **(50 points)**

____ B.A. ____ B.S. ____ Other:

Institution Name: _____ Location: _____

Major: _____ Date Received: _____

/ Copy of diploma must be attached to this application.

Total this section: _____

2. Associate's Degree from an accredited institution. May not count points in this section if you counted points in Education Category #1. **(25 points)**

____ A.A ____ A.S. ____ Other:

Institution Name: _____ Location: _____

Major: _____ Date Received: _____

/ Copy of diploma must be attached to this application.

Total this section: _____

3. College credit hours from an accredited institution. May not count points in this section if you counted points in Education Categories #1 & #2. One point will be given for each hour of college credit hours in which a 2.5 GPA was maintained (i.e. 3 college hours are worth 3 points). **(Max. 25 points)**

/ Copy of college transcripts must be attached to this application.

Total this section: _____

4. MACA Education Certification Program sponsored by MACA and MTI **(Max. 100 points)**
If you attended a MACA Conference and received 2.5 CEU credits from MTI, you would receive 25 points (25 contact hours), move the decimal point one space to the right.

a. Year of attendance: _____ Number of points: _____

b. Year of attendance: _____ Number of points: _____

c. Year of attendance: _____ Number of points: _____

d. Year of attendance: _____ Number of points: _____

e. Year of attendance: _____ Number of points: _____

/ Copy of certificates MUST be attached to this application. A copy of your CEU transcript may be obtained from the University of Missouri - Columbia

Total this section: _____

5. On-the-job Education. Five (5) points per year of experience performing the duties of a Court Administrator or court related duties. **(Max. 40 points)**

Total number of years: _____ X 5 points = **Total this section:**

6. Seminars and in-service training. One contact hour for each hour attended. For example: If you attend a seminar held from 9:00 a.m. to 4:00 p.m., with a one hour lunch, you would receive six (6) points (6 contact hours) for this seminar. You may use any court or business related seminar, which has been attended in the past six years.

/ Copy of proof of attendance MUST be attached to this application. This may be a certificate showing the number of hours in attendance or an agenda from the seminar outlining the hours of the seminar.

DATE	SEMINAR TITLE	LOCATION	# CONTACT HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Attach additional paper for space if needed.

Total this section:

POINTS WORKSHEET

Total number of points accumulated under Education Category for each section:

- Section #1: _____ (50 pts.)
- Section #2: _____ (25 pts.)
- Section #3: _____ (Max. 25 pts)
- Section #4: _____ (Max. 100 pts.)
- Section #5: _____ (Max. 40 pts.)
- Section #6: _____ (Max. 40 pts.)

TOTAL: _____ **(Must total at least 100 pts.)**

WHEN COMPLETED, MAIL THIS APPLICATION, DOCUMENTATION, LETTER OF RECOMMENDATION AND THE \$65.00 APPLICATION FEE (Payable to the University of Missouri)

TO:

**MACA CERTIFICATION COMMITTEE
MISSOURI TRAINING INSTITUTE
304 CORNELL HALL
COLUMBIA, MO 65211**

APPLICATIONS WILL BE REVIEWED TWICE ANNUALLY - - MARCH AND OCTOBER DEADLINES MARCH 1 AND OCTOBER 1