The California Clerk of the Board of Supervisors Association



Certified

Clerk of the Board

**Application for Certification**

**CCBSA Mission**

The California Clerk of the Board of Supervisor Association (CCBSA) provides a professional network of shared-resources, education, and mentoring opportunities, to its members, in support of their legislative and mandated responsibilities.

**CCBSA Goals**

To achieve our mission, we are committed to the following:

* Exhibiting pride in the performance of our duties, and exemplifying “the model of public service” in leading by example.
* Serving as a liaison for our Boards in providing respectful and responsive public service to our diverse communities and the public.
* Stimulating innovative and progressive business-minded solutions in the performance of our duties and serving as visionaries in our field, furthering our commitment to excellence in public service.
* Embracing and celebrating the ever-changing environment of county government.
* Developing creative strategies in managing the evolution of the role and scope of the Clerk of the Board.
* Inspiring one another to do and be the very best in our field.
* Promoting collaboration through networking and resource-sharing between members, the State, and its member counties
* Encouraging the continuing support of all members through regular communication and outreach.
* Providing members with practical tips to improve our work environments and create cost effective services.
* Creating a rewarding mentoring program which affords members a venue for continuing development.
* Encouraging and supporting the ongoing training and development of our membership.

Certification Procedures

The CCB Program

The Certified Clerk of the Board (CCB) program was created to recognize those Clerks of the Board who have achieved a high level of professionalism and leadership of Clerks throughout the State. The CCB designation is granted after an applicant has met specific requirements in education, experience and professional participation and contribution. The CCB Program is available only to those members of the California Clerk of the Board of Supervisors Association (CCBSA) who have met the required criteria.

For an application consideration, each applicant must:

1. Be a member in good standing of the CCBSA;
2. Submit a Certified Clerk of the Board Application for Certification with the required documentation;
3. Submit the required, non-refundable, $50 application processing fee;
4. Furnish a Letter of Sponsorship; and
5. Attain 50 points in each of the two categories below, for a total of 100 points.

Recognition of CCB Status

* Official recognition of achieving CCB Status
* Privilege of using the CCB designation on letterhead, business cards, etc.
* Letters of accomplishment sent to County Board of Supervisors and Administration
* The distinguished CCB Excellence Certificate presentation

The Application Process

Applications must be submitted to the Chair of the Certification committee electronically. The Application Review Sub-committee will review and consider the application and all supporting documentation for award of certification. A unanimous decision of the Committee is required for approval of certification.

Upon approval of the application and award of the CCB status, the Committee will notify the applicant in writing, as well as the applicant’s Board of Supervisors and administration. The Committee will acknowledge those receiving the certification designation annually at the Association’s Installation of Officers Reception. The Committee will request, through the applicant’s Board of Supervisors Chair, that recognition of the certification be made at a Board of Supervisors meeting within the applicant’s county.

Should the application be deemed incomplete or not be approved by the Committee, the committee will send a letter to the applicant acknowledging their accomplishments and outlining the areas in which the applicant may wish to focus to attain certification. Should an applicant wish to appeal the decision of the Committee, they may do so in writing through the Executive Committee. A unanimous decision of the Executive Committee is required to overturn the decision of the Certification Committee and grant the certification. The Executive Committee shall provide written confirmation and the basis for their decision to the chair of the Certification Committee for overturning the Certification Committee’s decision. The decision of the Executive committee becomes final and the application is deemed approved.

Applicants are to complete the form in its entirety and provide the necessary supporting material. The $50 application processing fee is non-refundable and should be made payable to the California Clerk of the Board of Supervisors Association (contact the CCBSA Treasurer for address).

A total of 100 points is required for certification, 50 points total in the area of Education and 50 points total in the area of Experience/Leadership, as outlined in the respective sections of this application.

The Certification Committee is authorized to destroy or delete all applications and supporting documentation following completion of the review process. Applicants are encouraged to maintain copies of all submitted materials. Personally identifiable information (i.e., social security number, driver’s license, home address) should be redacted prior to electronic submission.

Points for classes or trainings attended will only be awarded in one area. For example, points for attending Records Management training at the annual CCBSA conference will be awarded under either Education or Service to the Organization.

A Letter of Sponsorship from an active or Emeriti Certified Clerk, a Regional Chair specific to the applicant’s region, or an Association member who has acted as a mentor for the applicant must accompany the application.

The application and supporting documentation should be organized in the following manner:

* Cover page and Application
* Basic Information
* Education and back up
* Experience and Leadership information and back up
* Points Calculation Workbook
* Letter of Sponsorship
* Thank You letter and CCBSA Commitment page (suggested)

The following submission documents are available on the CCBSA Website at <https://ccbsa.memberclicks.net/> (go to Training/Development; Certified Clerk of the Board Program).

* Application for Certified Clerk of the Board
* Points Calculator
* Training/Experience/Leadership Verification form

APPLICATION

FOR

CERTIFICATION

PLEASE CHECK EACH BOX AND INCLUDE THE REQUIRED DOCUMENTATION AS INDICATED:

I am currently a Clerk of the Board or Deputy Clerk of the Board.

I am currently an active member of the CCBSA

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| Please indicate member County: |  |

I have included supporting documentation where necessary.

I sent the $50 application fee, payable to CCBSA, to the CCBSA Treasurer. I understand that the fee is non-refundable.

I have enclosed the required Letter of Sponsorship.

I hereby apply for Certified Clerk of the Board (CCB) status with the California Clerk of the Board of Supervisors Association (CCBSA) and attest that the following statements and presentations are accurate and true to the best of my knowledge. I further acknowledge that continuous membership in CCBSA is required to retain and use the CCB designation.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Basic Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | Last: |  | | | | First: |  | | | | | Middle: |  | | |
| Title: |  | | | | | | County: | | |  | | | | | |
| Mailing Address: | | |  | | | | | City: | |  | | | | Zip: |  |
| Phone Number: | | | (     )     - | Fax: | (     )     - | | | | Email: | |  | | | | |

Employment Dates and Positions

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| --- | --- | --- | --- | --- | --- | --- |
| Current Position: |  | From: |  | To: |  | Elected  Appointed |

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| Other Positions with current employer: |  | From: |  | To: |  |
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| Previous local government employment (location/dates): |  |
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| Other pertinent employment (location/dates): |  |
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Affiliations

(Use additional sheets if necessary)

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| Current County/Civic activities (list full names, dates, positions, and accomplishments): |  |
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| Current Professional Association (list full names and dates of membership, offices, positions, and accomplishments): |  |
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Local Government Official

(To receive letter announcing your Certification status)

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| CAO/CEO Name: | |  | | | | | | | |
| Board of Supervisors Chair: | | |  | | | | | | |
| Address: |  | | | City: |  | State: |  | Zip |  |

Education (50 Points)

Applicants must document all educational experience claimed and requested in this section.

|  |  |
| --- | --- |
| 1. **Education\*** | **(40 points max)** |
| * 1. Bachelor’s degree or higher in Public Administration or related field. | (40 points) |
| * 1. Bachelor’s degree or higher in unrelated field plus 40 hours of training in areas 2 or 3 below. | (40 points) |
| * 1. Associate of Arts degree in Public Administration or related field plus 40 hours of training in areas 2 or 3 below. | (30 points) |
| * 1. College-level courses taken related to government, business, or management. | (1 point per credit unit – 20 max) |
|  |  |
| 1. **Subject Matter/COTB specific training:** | **(30 points max)** |
| * 1. AAB trainings | (1 point per 2 hours) |
| * 1. FPPC trainings | (1 point per 2 hours) |
| * 1. Records management trainings | (1 point per 2 hours) |
| * 1. Trainings taken and administered in your agency or community (courses taken related to government, business, or management, etc.) | (1 point per 2 hours) |
| * 1. “Nuts & Bolts” training | (1 point per 2 hours) |
| * 1. Other relevant training   (Parliamentary Procedure, Notary, etc.) | (1 point per 2 hours) |
|  |  |
| 1. **Completion of specialized certificate program:** | **(20 points max)** |
| * 1. California Technical Track for Clerks | (20 points) |
| * 1. CSAC Institute for Excellence in County Government | (20 points) |
| * 1. Master Municipal Clerk/Clerk of the Board Academy | (20 points) |
| * 1. NACo High Performance Leadership Academy | (20 points) |

\*To receive credit, a course must be academic, from an accredited institute, and related to the Clerk of the Board position. Related fields include, but are not limited to, public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance, accounting, computer science, psychology, or related social sciences. If you are in doubt about your degree or classes taken being accepted into this category, please send a complete set of transcripts or course description with this application. The Certification Committee will review and make the final determination. Points will be awarded on a prorated basis for partial classes or days.

For more information on the California Technical Tracks for Clerks Institute program, please contact Maureen Kane, Institute Director, at [TTCwithkane@aol.com](mailto:TTCwithkane@aol.com).

For more information on the California State Association of Counties (CSAC) Institute for Excellence in County Government, please contact Chastity Benson, CSAC Training Institute Program Coordinator, at [cbenson@counties.org](mailto:cbenson@counties.org) or (916) 650-8130.

For more information on the Master Municipal Clerk/Clerk of the Board Academy offered by Miller Consulting, contact Pamela Miller, at [PMiller@millermcg.com](mailto:PMiller@millermcg.com).

For information on the NACo High Performance Leadership Academy, please contact Luke Afeman, Senior Director of Enrollment, at [lukea@pdaleadership.com](mailto:lukea@pdaleadership.com) or (503) 908-5381.

Education (Continued)

Formal Education (40 Points max*)*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Bachelor’s Degree | | | | | Estimated Points: | |  |
| B.A.  B.S.  Other (Specify type of degree): | | | |  | | | |
| College/University: | | |  | | | | |
| Location: | |  | | | | | |
| Major: |  | | | Month/Year degree awarded: | |  | |
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| I have enclosed a copy of my complete transcript. | | | | | | | |
| I have enclosed a copy of my diploma showing my major field of study. | | | | | | | |

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| Associate’s Degree | | | | | Estimated Points: | |  |
| A.A.  A.S.  Other (Specify type of degree): | | | |  | | | |
| College/University: | | |  | | | | |
| Location: | |  | | | | | |
| Major: |  | | | Month/Year degree awarded: | |  | |
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| I have enclosed a copy of my complete transcript. | | | | | | | |
| I have enclosed a copy of my diploma showing my major field of study. | | | | | | | |

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| College or Continuing Education Courses | | Estimated Points: | |  |
|  |  | |  | |
| Relevant college or university course credits not used elsewhere for EDUCATION points | Points  1 per credit unit | | Maximum  20 | |
|  | | | | |
| To receive credit, a course must be: academic; applicable to a degree program; from an accredited institution; and related to the Clerk of the Board position. Related fields include, but are not limited to, public administration, urban affairs, government, political science, law, pre-law, history, economics, business administration, finance accounting, computer science, psychology, or related social sciences. A transcript of the courses used here must accompany this application. | | | | |
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| Dates |  | Course Title |  | College/University |  | Credit Hours |  | Est Points |
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| Total College or University Course Points (20 max): | | | | | | | |  |
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| I have enclosed a copy of my complete transcript. | | | | | | | | |
| I have enclosed a copy of my diploma showing my major field of study. | | | | | | | | |

Education (Continued)

Subject Matter/COTB Specific Training (30 Points Max)

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| To receive credit, courses must fall within the subject matter specific to Clerks of the Board. Certificates of completion or other appropriate documentation must be submitted for credit. To receive credit for trainings administered within your own agency or community, submit the course design or agenda, completed course evaluations, and the Training/Experience/Leadership Verification Form. Points will be awarded on a prorated basis for partial classes or days. |

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| Trainings Attended | | | | | | | | |
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| Dates |  | Course Title |  | Source of Course |  | Credit Hours |  | Est Points |
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| Trainings Conducted within my Agency | | | | | | | | |
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| Dates |  | Course Title |  | Group Course  Administered to |  | Credit Hours |  | Est Points |
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| Total Job Specific Training Points (30 max): | | | | | | | |  |
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| I have enclosed an additional sheet. | | | | | | | | |
| I have included the required supporting documentation. | | | | | | | | |

Education (Continued)

Specialized Certification Program (20 Points Max)

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| List specific specialized certification program.  To receive credit, certification program must be CCBSA approved. | | | | | | |
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| Institute Name |  | Location |  | Years Completed |  | Est Points |
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| Total Job Specific Training Points (20 max): | | | | | |  |
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| Date of graduation: | | | | | | |
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| I have enclosed a copy of the certificate of completion from each Institute. | | | | | | |

Total Education Points \_\_\_\_\_\_\_\_

50 Maximum

Experience/Leadership (50 Points)

Applicants must document all experience and training claimed in this section.

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| --- | --- |
| 1. **Tenure as Clerk\*\*:** | **(40 points max)** |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy with Management responsibilities\* | (4 points per year – 40 points max) |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy without Management responsibilities\* | (3 points per year – 30 points max) |
| * 1. Part time Clerk of the Board, Chief or Principal Deputy\* | (1 point per year – 20 points max) |
|  |  |
| 1. **Other Work Experience\*\*:** | **(20 points max)** |
| * 1. Other full time administrative positions in government (local, state of federal) | (.5 point per year - 10 points max) |
| * 1. Management positions in unrelated field | (.5 point per year - 10 points max) |
|  |  |
| 1. **Service to Organization:** | **(25 points max)** |
| * 1. Attendance at CCBSA conferences/regional meetings\*\*\* | (1 point per 2 hours; .5 point per 1 hour session – 10 points max) |
| * 1. Conduct training at an organization meeting\*\*\* (conference or regional meeting) | (1 point per 2 hour session – 8 points max) |
| * 1. Regional Chair | (1 point for each completed year of any c-e – 10 points max)  Note: Committee must have met at least four times to receive full credit |
| * 1. Committee Member |
| * 1. Officer |
| * 1. Mentor | (2 points for each completed year) |

\*Other comparable positions within an organization such as Assistant Clerk, City Clerk, or Clerk of the Board for a Special District are acceptable.

\*\*Points will be prorated and awarded for partial years of service.

\*\*\*Points will be prorated and awarded by breakout session.

Experience/Leadership (Continued)

Tenure as Clerk and Work Experience

(40 points max for Tenure as Clerk; 20 points max for other Work Experience)

To receive credit, positions held must be Supervisory, Management or Administrative in nature.

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| TENURE AS CLERK  Experience as Clerk or Deputy Clerk applies in this section | | | Dates | | Points Per Year | | Estimated Points |
|  | | | | | | | |
| Position: |  | | | From: | |  | |
| Employer: |  | | | To: | |  | |
| Full-time  Part time  Administrative Supervisory | | | | | | | |
| Responsibilities | |  | | | | | |
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| Position: |  | | | From: | |  | |
| Employer: |  | | | To: | |  | |
| Full-time  Part time  Administrative Supervisory | | | | | | | |
| Responsibilities | |  | | | | | |
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| Position: |  | | | From: | |  | |
| Employer: |  | | | To: | |  | |
| Full-time  Part time  Administrative Supervisory | | | | | | | |
| Responsibilities | |  | | | | | |
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| Total Points (40 max) | | | | | | |  |

\*Other comparable positions within an organization such as Assistant Clerk, City Clerk, or Clerk of the

Board for a Special District are acceptable.

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| OTHER WORK EXPERIENCE  Other government or management experience applies in this section. |
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| Position: |  | | From: |  | |
| Employer: |  | | To: |  | |
| Full-time  Part time  Administrative Supervisory | | | | | |
| Responsibilities | |  | | | |
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| Position: |  | | From: |  | |
| Employer: |  | | To: |  | |
| Full-time  Part time  Administrative Supervisory | | | | | |
| Responsibilities | |  | | | |
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| Position: |  | | From: |  | |
| Employer: |  | | To: |  | |
| Full-time  Part time  Administrative Supervisory | | | | | |
| Responsibilities | |  | | | |
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| Total Points (20 max) | | | | |  |
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| I have enclosed additional materials documenting these experiences. | | | | | |

Experience and Tenure as Clerk/Work Experience \_\_\_\_\_\_\_\_

25 Maximum

Experience/Leadership (Continued)

Service to the CCBSA Organization

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| CCBSA Conferences/Meetings  Attendance at CCBSA Conferences/Regional Meetings | | | | | 1 point per 2 hours | Maximum  10 | | |
|  | | | | | | | | |
| Dates |  | Location |  | Type of meeting | | |  | Days/Points |
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| Total Points (10 max): | | | | | | | |  |
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| I have enclosed materials documenting these experiences. | | | | | | | | |

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| CCBSA Conferences/Meetings  Conduct training at CCBSA Conferences/Regional Meetings | | | | | 1 point per 2 hours | Maximum  8 | | |
|  | | | | | | | | |
| Dates |  | Location |  | Type of training done | | |  | # Sessions |
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| Total Points (8 max): | | | | | | | |  |
| I have enclosed materials documenting these experiences. | | | | | | | | |

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| CCBSA Positions Held (Officer, Committee Member, Chair) | | | | | 1 point per each completed year | Maximum  10 | | |
|  | | | | | | | | |
| Dates |  | County Mentored |  | Position held/Committee served | | |  | Years/Points |
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| Total Points (10 max): | | | | | | | |  |
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| I have enclosed materials documenting these experiences. | | | | | | | | |

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| Served as Mentor | | | | | 2 points per each completed year | Maximum  10 | | |
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| Dates |  | County Mentored |  | Position held/Committee served | | |  | Years/Points |
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| Total Points (10 max): | | | | | | | |  |
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| I have enclosed materials documenting these experiences. | | | | | | | | |

Service to CCBSA Organization Points \_\_\_\_\_\_\_\_

25 Maximum

Points Summary

Total Education Points \_\_\_\_\_\_\_\_

50 Maximum

Total Experience/Leadership Points \_\_\_\_\_\_\_\_

50 Maximum

Total Application Points \_\_\_\_\_\_\_\_

100 Total

CCBSA Commitment

Members of the Association serve as leaders by pursuing advancements in business technology, emulating exemplary public service, and demonstrating progressive administrative skills while embracing the challenges of serving a diverse and ever-changing public.

The Association enables its members to share innovative business solutions by fulfilling the professional responsibilities associated with serving elected officials.

Members of this “results-oriented” group of professionals gain inspiration from mentoring others, exude pride and excellence in public service, and endeavor to lead by example while continually seeking professional growth and development opportunities to better serve our public.

