Education (50 Points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Education\*** | **(40 points max)** | **Estimated**  **Points** |  | **Points Awarded** |
| * 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 points max) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 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, CACEO, etc.) | (1 point per 2 hours) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 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) |  |  |  |
|  | Points Awarded |  |  |  |

\* To receive credit, a course must be academic, from an accredited instituted, 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, 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, Institute Director, 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.

Experience/Leadership (50 Points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Tenure as Clerk:** | **(40 points max)** | **Estimated**  **Points** |  | **Points Awarded** |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy with Management responsibilities\* | (4 points per completed year  40 points max) |  |  |  |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy without Management responsibilities\* | (3 points per completed year  30 points max) |  |  |  |
| * 1. Part time Clerk of the Board, Chief or Principal Deputy\* | (1 point per completed year  20 points max) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 1. **Other Work Experience\*\*:** | **(20 points max)** |  |  |  |
| * 1. Other full time administrative positions in government (local, state of federal) | (.5 point per completed year  10 points max) |  |  |  |
| * 1. Management positions in unrelated field | (.5 point per completed year  10 points max) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 1. **Service to CCBSA Organization:** | **(25 points max)** |  |  |  |
| 1. Attendance at 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) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
|  | Total Application Points Awarded |  |  |  |

\*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.

Other Requirements

Member in good standing of California Clerks of the Board of Supervisors Association.

Letter of sponsorship from one of the following:

* Previous COTB mentor
* Regional Chair specific to applicant’s region
* Certified COTB

$50 nonrefundable processing fee (payable to the Association to cover costs of paperwork and certificate)