The California Clerk of the Board of Supervisors Association



Certified

Clerk of the Board

**Application for Certification**

**CCBSA Mission**

The mission of the California Clerk of the Board of Supervisor Association (CCBSA) is to provide a professional network of shared-resources to further our collective goal of excellence in public service.

**CCBSA Goals**

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

* Exhibit pride in the performance of our duties, and exemplify “the model of public service” in leading by example.
* Serve as liaison for our Boards in providing respectful and responsive public service to our diverse communities and the public.
* Stimulate innovative and progressive business-minded solutions in the performance of our duties and serve as visionaries in our field, furthering our commitment to excellence in public service.
* Embrace and celebrate the ever-changing environment of county government.
* Develop creative strategies in managing the evolution of the role and scope of the Clerk of the Board.
* Inspire one another to do and be the very best in our field.
* Promote collaboration through networking and resource-sharing between members and the state and its member counties
* Encourage the continuing support of all members through regular communication and outreach.
* Provide members with practical tips to improve our work environments and create cost effective services.
* Create a rewarding mentoring program, which affords members a venue for continuing development.
* Encourage and support the ongoing training and development of our membership.

Certification Procedures

The CCB Program

The Certified Clerk of the Board (CCB) program has been created to recognize those Clerks of the Board who have achieved a level of professionalism and leadership of Clerks of the Board throughout the state. The CCB award is granted after an application 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 meet the required criteria.

For an application consideration, each applicant must:

1. Be a member in good standing of the CCBSA;
2. Submit a CCBSA Application for certification form with required documentation\*;
3. Submit the required fee for application processing;
4. Furnish a Letter of Sponsorship
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 of letterhead, business cards, etc.
* Letters of accomplishment to County Administrator/County Executive Officer and Board of Supervisors
* The distinguished CCB Excellence Certificate

The Application Process

Applications packets must be submitted to the Chair of the Education/Certification committee electronically (contact the current Chair for email contact information). 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 CAO/CEO and Board of Supervisors. The Committee will acknowledge those receiving the certification designation annually at the Association’s banquet. The Committee will request, through the applicant’s Board of Supervisors Chair, that presentation of the certification certificate be made locally by the Board Chair to the applicant at a Board of Supervisors meeting.

Should the application be deemed incomplete or not be approved by the Committee, the applicant will receive a letter from the Committee acknowledging their accomplishments and outlining the areas in which the applicant may wish to focus on enhancing for 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 grant the certification.

Applicants are to complete the form in its entirety and provide the necessary supporting material. The fee for processing the application is $25 and checks should be made payable to the California Clerk of the Board of Supervisors Association (contact the CCBSA Treasurer for address). Should an application be found incomplete or not accepted for certification, the $25 processing fee will be returned.

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 Committee requests that the application and all required supporting documents be provided in the form of a PDF rather than original documents (i.e., degrees, transcripts and certificates). All applications and supporting documents will not be saved electronically or in hard copy print following completion of the review process. Personal identifying 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 existing Certified Clerk, a Regional Chair specific to the applicant’s region, or an Association member who has acted as a mentor for the CCBSA is required to accompany the application.

The application and supporting documentation must be organized with a cover sheet for each section and any sub-section in the following manner:

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

Available Online Resources

* CCBSA Website: <https://ccbsa.memberclicks.net/> (Go to Training/Development; Certified Clerk of the Board Program)
* Application
* Certification criteria
* Application cover sheets
* Training Verification form

APPLICATION

FOR

CERTIFICATION

PLEASE CHECK EACH BOX AND ENCLOSE THE REQUIRED MATERIALS 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 for education and experience.

I have enclosed the $25 application fee.

I have enclosed a Letter of Sponsorship as required.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 degree or higher in Public Administration or related field. | (40 points) |
| * 1. Bachelor degree or higher in unrelated filed 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 4 hours) |
| * 1. FPPC trainings | (1 point per 4 hours) |
| * 1. Records management trainings | (1 point per 4 hours) |
| * 1. Trainings taken and administered in your agency or community | (1 point per 4 hours) |
| * 1. “Nuts & Bolts” training | (2 points per 4 hours) |
| * 1. Other relevant training   (Parliamentary Procedure, Notary, etc. | (2 points per 4 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) |

\*To receive credit, a course must be academic, from an accredited institute, and must 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 being accepted into this category, please send a complete set of transcripts 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, please contact Pamela Miller, Institute Director, at [PMiller@millermcg.com](mailto:PMiller@millermcg.com).

Education (Continued)

Formal Education (40 Points max*)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bachelor Degree | | | | | Estimated Points: | |  |
| B.A.  B.S.  Other (Specify type of degree): | | | |  | | | |
| College/University: | | |  | | | | |
| Location: | |  | | | | | |
| Major: |  | | | Month/Year degree awarded: | |  | |
|  | | | | | | | |
| 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 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, must be applicable to a degree program, must from and accredited institution, and must relate to the Clerk of the Boards 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 field 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. For trainings administered within your own agency or community, course design or agenda and completed course evaluations should be submitted for credit. 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 from each Institute. | | | | | | |

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

50 Maximum

Experience/Leadership (50 Points)

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

|  |  |
| --- | --- |
| 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 conferences/regional meetings\*\*\* | (1 point per 6 hour day; .25 point per 1½ hour session – 10 points max) |
| * 1. Conduct training at an organization meeting\*\*\* (conference or regional meeting) | (1 point per 1½ hour session – 8 points max) |
| * 1. Mentor | (1 point for each completed year of any a-d 10 points max) |
| * 1. Regional Chair |
| * 1. Committee Member |
| * 1. Officer |

\*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 Work Experience)

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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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CCBSA Conferences/Meetings  Attendance at CCBSA Conferences/Regional Meetings | | | | | Points  1 per day | 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 | | | | | Points  1 per session | 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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| Mentoring and CCBSA Positions Held | | | | | Points  1 per 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. | | | | | | | | |

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

25 Maximum

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.

