

**RULES  
OF  
THE TENNESSEE DEPARTMENT OF STATE  
BUSINESS SERVICES DIVISION**

**CHAPTER 1360—6—1  
CERTIFICATION OF MUNICIPAL CLERKS & RECORDERS**

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**1360—6—1—.01 CERTIFICATION OF MUNICIPAL CLERKS & RECORDERS.**

- (1) A municipality, with a population of one thousand, five hundred (1,500) or more, according to the 1990 Federal Census or any subsequent Federal Census, which employs an officer or employee responsible for exercising any of the duties of Municipal Clerk and Recorder, shall have at least one such person comply with the qualifications for certification established by the Secretary of State. Compliance is optional for those municipalities having a population of less than one thousand, five hundred (1,500), according to the 1990 Federal Census or any subsequent Federal Census.

*Authority:* T.C.A. §6—54—120. *Administrative History:* Original rule filed June 7, 1996; effective August 18, 1996.

**1360—6—1—.02 CERTIFICATION QUALIFICATIONS.**

- (1) A person is eligible to obtain certification from the Secretary of State by obtaining certification from the International Institute of Municipal Clerks, or by completing a minimum of one hundred (100) credit hours from any of the following or combination thereof:
- (a) The Municipal Clerks Institute conducted by the University of Tennessee; or
  - (b) Seminars conducted by the Tennessee Municipal League; or
  - (c) Leadership and Technical Programs conducted by the University of Tennessee Municipal Training; or
  - (d) Job-related seminars (Documentation should be submitted outlining the content of the seminars); or
  - (e) An Associate of Arts or Science Degree (maximum credit of 25 hours) or a Bachelor of Arts or Science Degree (maximum credit of 50 hours), provided that credit will be given for only one degree.

*Authority:* T.C.A. §6—54—120. *Administrative History:* Original rule filed June 7, 1996; effective August 18, 1996 Amendment filed July 18, 2006; effective November 28, 2006..

**1360—6—1—.03 CERTIFICATION EXEMPTION.**

- (1) Any person who is licensed to practice law in the State of Tennessee and who satisfies the continuing legal education requirement of Supreme Court Rule 21 is statutorily exempt from the certification requirements.

**Authority:** T.C.A. §6—54—120. **Administrative History:** Original rule filed June 7, 1996; effective August 18, 1996.

**1360—6—1—.04 CONTINUING EDUCATION.**

- (1) To retain certification, a certified officer or employee is required to attend a minimum of eighteen (18) hours of continuing education courses every three years.

**Authority:** T.C.A. §6—54—120. **Administrative History:** Original rule filed June 7, 1996; effective August 18, 1996.

**1360—6—1—.05 CONTINUING EDUCATION COURSE REQUIREMENTS.**

- (1) Continuing education requirements may be met by attending a minimum of eighteen (18) credit hours from any of the following or combination thereof:
  - (a) The Academy for Advanced Education conducted by the University of Tennessee.
  - (b) The International Institute of Municipal Clerks annual conference or state, provincial or regional clerks meetings.
  - (c) Seminars conducted by the Tennessee Municipal League, unless the seminars are used to complete the required hours of education for certification.
  - (d) Leadership and Technical Programs conducted by the University of Tennessee Municipal Training, unless such programs are used to complete the required hours of education for certification.
  - (e) Job-related seminars, unless the seminars are used to complete the required hours of education for certification. Documentation should be submitted outlining the content of the seminar.

**Authority:** T.C.A. §6—54—120. **Administrative History:** Original rule filed June 7, 1996; effective August 18, 1996. Amendment filed July 18, 2006 effective; November 28, 2006..

**1360—6—1—.06 APPLYING FOR CERTIFICATION OR CONTINUING EDUCATION CREDIT.**

- (1) The Secretary of State shall provide to each municipality an application to submit for certification and continuing education credit. Upon receipt and review of said application, the Secretary of State shall issue, under his signature and the seal of the State, a certificate confirming the certification or continuing education credit.

**Authority:** T.C.A. §6—54—120. **Administrative History:** Original rule filed June 7, 1996; effective August 18, 1996.