

South Carolina Clerks to Council Certification Requirements

Overview

The South Carolina Clerks to Council Association was formed by the South Carolina Association of Counties. The program offers intensive training to the County Clerk to Council and signifies general management capabilities. Certification is recognition that the recipient has met minimum professional standards. The program also provides participants with the unique opportunity to join together in a relaxed atmosphere to discuss and share common problems and interests.

Objectives

The South Carolina Certification Program for County Clerks to Council is designed to establish minimum standards and professional goals for County Clerks. The program seeks to accomplish this by:

- Introducing new methods and approaches to enable clerks to become more efficient and effective in their jobs;
- Increasing managerial competence of clerks to meet new challenges and demands placed upon local government; and
- Creating the opportunity for clerks to further their professional development to gain the recognition they deserve.

Target Groups

County Clerks and Deputy Clerks

Curriculum

The curriculum consists of a basic overview of [job duties and functions](#) required of clerks. Designed and presented by recognized experts, these training courses offer members the opportunity to explore new methods and technologies, while learning from the experiences of others across the state.

Certification Requirements

- 1. Be a County Clerk or Deputy Clerk.**
- 2. Complete required 36 hours of County Clerks to Council Training Program.** As part of the educational requirements for the County Clerks to Council certification, at the end of each course, the clerks will be required to complete the [Knowledge Transfer Questionnaire](#) for each of the classes that are included in the certification curriculum.

The purpose of the questionnaire is for the clerks to demonstrate what they have learned during the sessions, to determine if the attendee understood the material presented and ascertain if the attendee completed the course.

The questionnaire is to be completed and given to the chairperson of the Certification Committee within thirty (30) days of completion of the course. Following review of the completed questionnaire by the SCCCA Certification Committee (consisting of 4 certified members of the South Carolina Clerks to Council Association), the committee will determine whether the clerk will receive credit for the class and will advise the Institute of Public Service and Policy Research to update the clerk's transcript. Clerks who already hold their County Clerks to Council certification are not required to complete the questionnaire.

In addition to the clerk-specific classes that are offered during the winter conference and in October in Columbia, the questionnaire is required for any of the classes that are offered through the Institute of Government for County Officials (IOGCO) that count towards certification. Please see the [Certification Curriculum](#) for more information.

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3. **Must meet one of the following education/experience requirements:** a bachelor's degree and two years of local government experience, an associate's degree and four years of local government experience, or six years of local government experience.
4. **Be a current member of the South Carolina Clerks to Council Association.**
5. **Believe in and practice the South Carolina Clerks to Council Code of Ethics.**