



# THE INTERNATIONAL CAT ASSOCIATION, INC.

## ENTRY CLERKING PROGRAM REQUIREMENTS



Please mail to:

*Elaine Hawksworth-Weitz  
Entry Clerking Administrator  
PO Box 6065  
Edmonds, WA 98026*

TICA's Entry Clerking Program is designed to give training in the art of entry clerking. Those persons completing the requirements will be certified and entitled to compensation for services.

There are two levels of certification in the program:

1. **ENTRY CLERK TRAINEE.** You will work with the Entry Clerk Administrator who will guide you in learning the procedures necessary to prepare an accurate exhibitor catalog; that benching was done accurately, if applicable; and that all entries are printed in the catalog and the judges' books; and that all entry fees have properly been accounted for. You will become familiar with the recognized breeds, the accepted colors and patterns for the various breeds, the recognized categories and division for each breed and TICA's By-Laws and Show Rules as they apply to entries. The requirements are:
  - a. Current membership in TICA;
  - b. Completed Application on file with the Entry Clerking Administrator;
  - c. \$15 Enrollment Fee (furnished to the Executive Office, payable to TICA);
  - d. Current photo with application (no larger than 4"x6").

Upon receipt of these items by the Entry Clerking Administrator, you will be forwarded a packet containing the Entry Clerking Manual, several evaluation forms, and any additional informational material available. You will also have available the services of the Entry Clerking Administrator as keeper of your records, and for information and/or advice, if needed. You will need to order current By-Laws and Show Rules from the TICA Executive Office if you do not already have them.

2. **LICENSED ENTRY CLERK.** You will serve as the show's Entry Clerk, having the sole responsibility for entering all entries accurately into the exhibitor catalog; benching the show hall, if applicable; and ensure that entries are correctly entered in the catalog and judges' book; and that all entry fees have been properly accounted for. You shall be familiar with the recognized breeds in championship, the accepted colors and patterns for the various breeds, along with the recognized categories and divisions for all championship classes. The requirements are:
  - a. Two favorable evaluations as a trainee from two different Show Managers filed with the Entry Clerking Administrator within 12 months of applying to the program.
  - b. Attend a TICA sanctioned Entry Clerking School.

Upon receipt by the Entry Clerking Administrator of the second evaluation and attendance at an Entry Clerking School, your certification will be forwarded to you along with the Entry Clerking exam, if requested. A \$5 Ann Fee (furnished to the Executive Office, payable to TICA) is required to maintain certification at this level.

A \$5 annual fee (furnished to the Executive Office, payable to TICA) and a score of 90 percent or better on the Annual Re-certification exam are required to maintain certification as an Entry Clerk Trainee and Licensed Entry Clerk.

**CLERKING REQUIREMENTS FOR THE JUDGING PROGRAM:** Head Ring Clerk twelve shows, Master Clerk five show and Entry Clerk three shows with favorable evaluations on file.