



The International *Cat* Association

Clerking Program Requirements

For questions, contact:
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Instructions:

1. **Download** the form.
2. **Open** the form in Adobe Acrobat Reader.
3. **Fill out** the form.
4. **Save and Email** to mcfralia62@gmail.com.

TICA's Clerking Program is designed to give training in the art of clerking. Those persons completing the requirements will be certified and entitled to compensation (Standing Rule 501) for services.

General Requirements

1. Current membership in TICA;
2. Email completed application to Clerking Administrator;
3. \$15 Enrollment Fee (furnished to the Executive Office, payable to TICA via PayPal, address paypal@tica.org);
4. Digital photo with application (headshot, with or without a cat).

Upon receipt of these items by the Clerking Program Administrator, you will be emailed a packet containing the clerking manual, several evaluation forms, and any additional informational material available. You will also have available the services of the Clerking Program Administrator as keeper of your records, and for information and/or advice if needed.

*You will need to keep current on TICA By-Laws, Show Rules, and Standing Rules; all are available on the TICA website.

There are three levels of certification in the program:

1. **Trainee/Assistant Ring Clerk.** You will work with an experienced head ring clerk who will guide you in learning the procedures necessary to keep accurate records for your ring and to make it run smoothly and quickly. You will become familiar with the recognized breeds, the accepted colors and patterns for the various breeds, the recognized categories and divisions for each breed and TICA's scoring system. You will become familiar with the TICA Show Rules.

The requirements are:

- a. Three favorable evaluations as a trainee from three different TICA judges and/or head ring clerks filed with the Clerking Program Administrator within 12 months of applying to the program.
- b. Attend a TICA-Sanctioned Clerking School.

Upon receipt by the administrator of the third evaluation and verification of attendance at a Clerking School, your certification will be forwarded to you along with the Head Ring Clerk exam if requested.

2. **Head Ring Clerk.** You will run a ring as Head Ring Clerk, having sole responsibility for the accuracy of the records maintained, for supervising the stewards and Assistant Ring Clerk, and for keeping the ring moving as directed by the judge.

The requirements are:

- a. Certification as an Assistant Ring Clerk;
- b. Five favorable evaluations from at least three different TICA judges on file with the Clerking Program Administrator within 18 months of applying to advance to Head Ring Clerk status; two must be from Allbreed rings;
- c. Completion of the Head Ring Clerk exam with a score of 90 percent or better.

Upon receipt of the five favorable evaluations and successful completion of the exam, certification will be forwarded to you. It is recommended that you serve as Head Ring Clerk in at least one show annually.

3. **Master Clerk.** You will serve as Master Clerk, having sole responsibility for recording every award made in show and verifying the accuracy thereof. These records are to be turned over to the show management at the end of the show.

The requirements are:

- a. Certification as Head Ring Clerk;
- b. Three favorable evaluations from three different show managements and the Regional Scorer filed with the Clerking Program Administrator within 18 months of applying to advance to Master Clerk status;
- c. Completion of the Master Clerk exam with a score of 90 percent or better.

Upon receipt of the favorable evaluations and successful completion of the Master Clerk exam, your certification will be forwarded to you. It is recommended that you serve as Master Clerk in at least one show annually.

A score of 90 percent or better on the Annual Recertification exam is required to maintain certification regardless of your status (TR/ARC/HRC/MC) in the program.

Isolated or Remote Areas. See 51.4.3, page 9 TICA Clerking Manual.

Clerking Requirements for Judging Program. Refer to the TICA Judging Administrator.