

Please submit Probate Court Clerk Certificate Program Applications along with certificates or other proof of completed courses, not offered by ICJE, to the Attention of Ms. Laura Kathryn Hogan, ICJE Event Coordinator, via mail to: ICJE, 1150 S. Milledge Ave. Athens, GA 30602-5025. (Training submitted must have been obtained after January 1, 2006.)

How to Obtain a Certificate of Training - Using the Probate Court Clerks Certification Application, you should maintain your own record of educational trainings attended. Upon having obtained the 30-hour, the 60-hour, or the 90-hour benchmark, you should submit to ICJE your application and supporting documents by the requested deadline on the application. The deadline for submitting the 2020 Probate Court Clerks' application is March 31, 2021. Any applications received after this deadline will be processed the following calendar year. Each application received is subject to review by ICJE and the Probate Court Training Council for satisfactory compliance with the Clerks' Certificate Program. Upon being reviewed and approved, the 30-Hour and 60-Hour certificates will be mailed to the mailing address provided on the application; 90-Hour certificates will be presented in-person at an ICJE Probate event, which will be announced at a later date.

What Supporting Documents Are Required with the Application? – Supporting documents include: (1) A copy of the agenda of the training participated in; (2) A certificate of attendance, or your written certification that you participated in the training; and (3) Details of the Event including the number of hours you are requesting for participation in the training, the dates of the events, what was taught at the event that pertains to your role as clerk, etc.