



# THE INTERNATIONAL CAT ASSOCIATION, INC.

## CLERKING PROGRAM REQUIREMENTS



Please mail to:

Dewane Barnes ([dewaneb@comcast.net](mailto:dewaneb@comcast.net))  
Clerking Administrator  
41 South Elm Street  
Palatine IL 60067

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 for services.

### GENERAL REQUIREMENTS

1. Current membership in TICA;
2. Completed application on file with Clerking Administrator;
3. \$15 Enrollment Fee (furnished to the Executive Office, payable to TICA);
4. Current photo with application (no larger than 4"x6").

Upon receipt of these items by the Clerking Program Administrator, you will be forwarded 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 order current By-Laws and Show Rules from the TICA Executive Office if you do not already have them.\*

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. A \$5 annual fee (furnished to the Executive Office, payable to TICA) is required to maintain certification at this level.

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 \$5 annual fee (furnished to the Executive Office, payable to TICA) and a score of 90 percent or better on the Annual Recertification exam are required to maintain certification at the Head Ring Clerk and Master Clerk levels.

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