

Summary of Clerking Requirements (updated 2/25/2015 addendum, page 19 of manual)

Clerking Categories	Prerequisites	Assignments Required *		Notes
		Regions 1-9	Hawaii/International Division	
Assistant Clerk (non-licensed)	* 15 years old * Attend certified clerking school	4 assistant ring clerk assignments under 3 different licensed Chief Ring Clerks	2 assistant ring clerk assignments under 2 difference licensed Chief Ring Clerks	* Evaluations completed by Chief Ring Clerk
Certified Clerk	* 15 years old * Attend certified clerking school	Act as solo Chief Ring Clerk 6 times under 5 different judges	Act as solo Chief Ring Clerk 3 times under 2 different judges	* Evaluations completed by Ring Judge * Last 2 assignments, additional evaluations needed from Master Clerk
		Payment of clerking fees and passing exam	Payment of clerking fees and passing exam	* Biennial clerking fees and passing exam is required to maintain license
Master Clerk	* 18 years old * Currently licensed as CFA Certified Clerk	After licensed as a Certified Clerk, you must perform 4 additional clerking assignments under 4 different judges before Assistant Master Clerking	No additional Chief Ring clerk assignments	* Biennial clerking fees and passing exam is required to maintain license
		Complete 3 assignments assisting 2 different licensed Master Clerk/Master Clerk Instructor	Complete 2 assignments assisting a licensed Master Clerk/Master Clerk Instructor	* Evaluations by Master Clerk/MCI
		Complete 4 solo assignments as Master Clerk	Complete 3 solo assignments as Master Clerk	* Evaluations by Show Secretary or co-Master Clerk (if applicable). Must be different MC's * No serious errors noted by Central Office
Master Clerk Instructor (MCI)	* Currently licensed as Master Clerk	Must be licensed Certified Clerk. Four (4) additional Chief Ring Clerk assignments under 3 judges, plus 2 additional Master Clerk assignments required before assisting a Clerking school MCI.	No additional Chief Ring clerk or Master Clerk assignments	* Master clerk assignments must be error free * Evaluations must be satisfactory or better
		2 assists under 2 different MCI conducting an authorized, approved clerking school	2 assists under 2 different MCI conducting an authorized, approved clerking school	* Satisfactory evaluation rating by MCI
		Conduct 4 authorized, approved clerking schools solo, as Instructor-in-Charge	Conduct 4 authorized, approved clerking schools solo, as Instructor-in-Charge	* Mostly satisfactory ratings by students on Instructor Evaluation form * Biennial clerking fees and passing the exam is required to maintain license.

* Satisfactory evaluations: a rating of "Good" or better is required. Evaluations of "Fair" or "Unacceptable" will not receive credit for the performance.