

TEXAS COURT CLERKS
Certification and Educational Programs
Policies and Procedures
Effective January 2024

II. Education and Training

G. “No Show” Policy for Educational Events

1. Timely Cancellation Required

- a. To ensure an opportunity for others to register, anyone unable to attend an educational event after registering must cancel their registration no later than three days prior to the event.
- b. Cancellation should be completed by the registrant through the events page of the TCCA website.

2. Failure to Attend Educational Event

- a. Any registrant who fails to attend their registered event and who fails to timely cancel their event registration will be subject to a “no-show” fee.

3. Fee

- a. A “no-show” fee of \$25 will be invoiced to the registrant following the failure to appear for the event.

4. Future Registration Hold

- b. Failure to satisfy an outstanding “no-show” invoice will result with the inability to attend future events or receive future educational credit through TCCA.

5. Failure to Attend Due to an Emergency Circumstance

- a. Failure to attend due to an emergency circumstance will only be considered through written request, submitted by the person invoiced for committee review and vote.
- b. If approved by the committee, the “no-show” invoice shall be voided.