

ACCREDITED COURSEWORK FOR CY 2017

Accrediting Policies & Credit Assignment

Accrediting Authority

Compensation Board Minimum Criteria for Clerks' Career Development Program, "Staff Development and Training", page 4, and Minimum Criteria for Deputy Clerks' Career Development Program, "Formal Education", page 5:

Accreditation of coursework shall be accomplished by a committee of Circuit Court Clerks and provided for annual review and approval to the Compensation Board in December of each year for coursework to be accomplished in the following calendar year.

The accrediting agency shall determine the method of instruction; nothing herein is intended to prevent distance learning, web-based classes, or the equivalent.

Definition of Contact Hour

Contact hour is defined as a standard one-hour (at least 50 minutes) classroom period of supervised teaching.

Authority vested in the Certification Review Committee

The Certification Review Committee is a standing committee of the VCCA, consisting of at least three (3) members appointed by the President of the Association.

This Committee is responsible for:

- Reviewing and approving all applications for VCCA Career Development Program certification and re-certification, and for hearing appeals of decisions on certification and re-certification;
- Assuring that timely and accurate information is provided to the Compensation Board; and
- Determining contact hour credit for accredited coursework. All coursework will be categorized by its nature and purpose, with credit assigned in descending order to coursework classified as Professional and Advanced Studies Coursework, Skill Building Coursework, or Career and Technical Studies Coursework.

Categories of Coursework and Credit Assigned

CATEGORY ONE - Professional and Advanced Studies Coursework – Coursework in this category requires education that is directly attributable to the duties and responsibilities of Virginia circuit court clerks and deputy clerks, and shall focus on one or more of the Core Competencies for Court Managers recognized by the National Association for Court Management - Link: https://nacmnet.org/CCCG/cccg_CoreCompetencies.html .

Qualifying courses shall receive one (1) contact hour for every standard one-hour classroom period of supervised teaching. The student must pass the course to receive credit. The education provider must provide a transcript as proof of successful completion.

CATEGORY TWO -Skill Building Coursework – Coursework in this category requires education that enhances or otherwise increases competency and capacity to perform assigned work, or to learn new skills to perform new tasks in the work environment.

Qualifying Courses may receive up to one (1) contact hour for every standard one-hour classroom period of supervised teaching. The student must pass the course to receive credit. The education provider must provide a transcript as proof of successful completion.

CATEGORY THREE - Career and Technical Studies Coursework - Coursework in this category requires education based on any learning that increases skills to perform any specific duty or responsibility in a Virginia circuit court clerk's office.

Coursework in this category is considered basic training. Some coursework may not qualify for contact hour credit. The following criteria are required:

- Only sessions with written instructional materials are approvable.
- The student is required to pass an assessment or test to show competency.

Qualifying Courses may receive up to one (1) contact hour for every standard one-hour classroom period of supervised teaching.

The student must pass the course to receive credit. The education provider must provide a transcript as proof of successful completion.

Distance Learning

Training via distance learning, web-based classes, or the equivalent is allowed by the Compensation Board's minimum criteria document.

For all courses of every category, delivered as distance learning programs:

- Attendees must be given the opportunity to participate in discussions with other attendees and/or the presenter;
- Written materials must be available to participants prior to the broad cast; and
- The presenter must have attendance tracking.

Credit Assigned for Specific Courses Accredited for CY2017

CATEGORY ONE: Professional and Advanced Studies Coursework

(1) National Center for State Courts – Institute for Court Management Certified Court Manager (CCM)

Available Credits-

Credit for each course **sixteen (16) contact hours per course:**

- Court Performance Standards: CourTools
- Caseflow and Workflow Management 2017 (*formerly Fundamental Issues of Caseflow Management*)
- Budget & Fiscal Management 2017 (*formerly Managing Court Financial Resources*)
- Workforce Management 2017 (*formerly Managing Human Resources*)
- Managing Technology Projects & Technology Resources 2017
- Purposes & Responsibilities of Courts 2017

(2) Michigan State University – Noncredit Certificate in Judicial Administration

Available Credits -

Credit for each course varies:

- Caseflow Management 8 contact hours
- Information Technology Management 6 contact hours
- Human Resources Management 7 contact hours
- Leadership 6 contact hours
- Purposes and Responsibilities of Courts 6 contact hours
- Resources, Budget, and Finance 7 contact hours
- Court and Community Communication 5 contact hours
- Education, Training, and Development 5 contact hours
- Essential Components of Courts 5 Contact hours
- Visioning and Strategic Planning 5 contact hours

(3) Coursework pre-qualified by the Certification Review Committee.

CATEGORY TWO: Skill Building Coursework

(1) Universities, Colleges, Regional Learning Centers, and Virginia Cities and Counties offering Employee Development & Training programs to employees of Constitutional Officers.

(2) University of Virginia - Constitutional Officers' Education

(3) Virginia Continuing Legal Education

(4) Compensation Board – Advanced Training, i.e. Employment, Budget, etc.

(4) “Special Purpose” courses authorized by the VCCA, i.e. Employment Law.

(5) Supreme Court of Virginia – “200-Series” and Special-Purpose”courses.

(6) Coursework pre-qualified by the Certification Review Committee.

All courses must meet requirements for coursework and be pre-qualified by the Certification Review Committee. Contact Hour Credits – Assigned per course.

CATEGORY THREE: Career and Technical Studies Coursework

- (1) Supreme Court of Virginia -"100-Series" courses.**
- (2) Virginia Court Clerks' Association –Coursework for Entry-level employees.**
- (3) Compensation Board – New Officer Orientation courses.**
- (4) Coursework pre-qualified by the Certification Review Committee.**

All courses must meet requirements for coursework and be pre-qualified by the Certification Review Committee. Contact Hour Credits – Assigned per course.

AMENDMENTS:

June 2015.

- 1. Classifying the Categories as One, Two and Three for easier reference.**
- 2. Clarifying pre-qualification requirement for courses not specifically set out.**
- 3. Categorizing Compensation Board-sponsored coursework.**
- 4. Recognizing basic and higher-level coursework provided by the Supreme Court.**
- 5. Adding "Special-Purpose" coursework (a) to comply with Career Development Program training requirements, and (b) for specialized or targeted training, i.e. implementation of new or improved technology, changes in procedural operations, data management.**