

## Application for Certification for Clerks & Deputy Clerks VCCA Career Development Program

*When Used:* This form is submitted to apply for Initial certification and every three years for recertification in the VCCA Career Development Program (the "Program"), to acquire and maintain the "Master" professional credential. The Clerk certifies the Applicant has fulfilled the education, personal and professional requirements for certification or recertification in the Program. All applications must be accompanied by the supporting documents listed below.

**This form is not used for Compensation Board certification.** Certification must be entered in COIN as part of the clerk's annual budget request to the Compensation Board by February 1 of each year in order to be qualify/requalify the clerk and/or deputy clerk for the salary supplement.

**Application for  Initial Certification  Recertification (check one).  
Annual Filing Deadline: November 30.**

**Name** (As you want it to appear on the certificate.)

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Last	First	MI
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Clerk       Deputy Clerk

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Title (Check One)	Locality
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Last 4 digits (SSN)	Date Elected or Employed (MM/DD/YYYY)
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**Office Address**

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Street Address	City	State	Zip Code
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Telephone (include area code)    Fax Number (include area code)    Email Address

**I affirm that the information given on this application and which appears on all documentary evidence included herewith is complete and true to the best of my knowledge.**

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Signature of Clerk	Date
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**Questions?** Call or e-mail Ashby Pritchett @ (276) 403-5106 or [apritchett@ci.martinsville.va.us](mailto:apritchett@ci.martinsville.va.us)

**Mail or Fax Form To:**

**VCCA Certification Review Committee.**

**Mail: P.O. Box 1206, Martinsville, VA 24114. Fax No.: (276) 404-5232.**

**Mail Certification Fee to: VCCA Treasurer. Fee schedule appears below.**

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## **Certification of Education**

The VCCA Certification Review Committee receives transcripts from some, but not all, educational providers. It is the responsibility of the Applicant to provide, upon request, documentation proving successful completion of the course, etc., for which credit is claimed.

### **Initial Certification for Clerks Only –**

Completion of ICM “Certified Court Manager” curriculum PLUS eight (8) hours of Employment Law.

### **Initial Certification for Deputy Clerks Only –**

Completion of Sixty (60) accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Deputy Circuit Court Clerk.

### **Recertification for Clerks and Deputy Clerks -**

For the Clerk, annual completion of fifteen (15) accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Circuit Court Clerk.

For the Deputy Clerk, annual completion of ten (10) accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Deputy Circuit Court Clerk.

### **Annual Accreditation of Coursework -**

Accreditation of coursework is annually approved by the Compensation Board in December of each year for coursework to be accomplished by the Applicant in the following calendar year. A current copy of Accredited Coursework can be found on the VCCA Website.

## **Certification of Other Requirements**

To qualify for certification and recertification in the VCCA Career Development Program, Applicants must meet all personal and professional standards required by the Compensation Board in its Minimum Criteria Requirement documents.

### **Clerks Only –**

Submit a copy of Compensation Board Form CDP-30C “Certification of Career Development for Clerks” for the year in which certification in this Program is requested.

Other documentation may be requested by the Certification Review Committee.

### **Deputy Clerks Only –**

Submit a copy of the Compensation Board forms “Certification of Career Development Plan for Deputy Clerks” and “Certification of Employee Performance Evaluation Plan” for the year in which certification in this Program is requested.

Other documentation may be requested by the VCCA Certification Review Committee.

**I certify that the Applicant has met all requirements of the VCCA Career Development Program.**

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**Signature of Clerk**  
(Certification Form 3/17)

**Date**

**Required Fee:**

<b>Initial Certification</b>	<b>Clerk</b>	<b>Deputy Clerk</b>
Total Program Fee	\$250.00	\$175.00
If Enrollment Fee previously paid, deduct:	(\$100.00)	(\$75.00)
Certification Fee Due	\$150.00	\$100.00
<b>Re-Certification (due every three years)</b>		
Recertification Fee	\$175.00	\$75.00
<b>Upgrade from Deputy Clerk to Clerk</b>	\$75.00	

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**Required Attachments to Application for  
Certification & Recertification for Clerks & Deputy Clerks**

**Clerk's Application for Certification for Self**

- CB Form CDP-30C (page 8-9 of Compensation Board's Minimum Criteria for Clerks of Circuit Court Career Development Programs).**
- "Certified Court Manager" certificate from the National Center for State Courts.**
- Proof of completion of eight (8) hours of instruction in employment law.**
- Statement of total Staff Development and Training contact hours of instruction completed by office employees in prior 12 months (explained on page 4 of Compensation Board's Minimum Criteria for Clerks of Circuit Court Career Development Programs).**
- Proof of payment of Program Enrollment and Certification fees to the VCCA.**

**Clerk's Application for Certification for Deputy Clerk**

- Certification of Career Development Plan for Deputy Clerks form (page 7 of Compensation Board's Minimum Criteria for Deputy Clerks of the Circuit Court Career Development Program).**
- Proof of completion of 60 accredited contact hours of instruction. Proof includes either a certificate of completion or transcript of completed coursework.**
- Certification of Employee Performance Evaluation Plan (page 12 of Compensation Board's Minimum Criteria for Deputy Clerks of the Circuit Court Career Development Program).**

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