

**Virginia Court Clerks' Association (the "VCCA")**  
**Career Development Program for**  
**Circuit Court Clerks and Deputy Clerks**  
**Effective Date: September 1, 2015**

**Purpose of the Program.**

The purposes of this program are:

- To authorize a career development plan that incorporates the criteria of the Career Development programs established by the Compensation Board for Circuit Court Clerks and Deputy Clerks;
- To establish a uniform plan for members of the Virginia Court Clerks' Association;
- To encourage professionalism by improving personal skills, knowledge and abilities of Circuit Court Clerks and Deputy Clerks; and
- To implement a recognition and incentive program based upon individual accomplishments and maintenance of specific criteria.

**Purposes of this Document.**

- To assist VCCA members in establishing career development programs for their respective offices, regardless of eligibility for the Compensation Board's salary supplement;
- To monitor and maintain a uniform system of recordkeeping for career development certification with the Compensation Board and the VCCA;
- To select and obtain authorization of relevant educational programs; and
- To maintain a uniform recordkeeping and transcript-producing authority.

**Participation in the Program.**

- Participation by the clerk in any career development program is encouraged, but it is not required.
- Deputy Clerks cannot enroll themselves into a career development plan. Only the Clerk may determine program eligibility for his/her employees.

**Current Version of the VCCA Career Development Program.**

- The current version of the VCCA Career Development Program, as amended from time to time, shall be located on the official website of the Virginia Court Clerks' Association.

## **Compensation Board Minimum Criteria Plans for Clerks and Deputy Clerks.**

- The current version of the Compensation Board’s Career Development documents, as amended from time to time, are located on its official website at <http://www.scb.virginia.gov/reports.cfm> .
- The Compensation Board does not require the Clerk to adopt a written plan for him/herself, but requires the Clerk to adopt a written plan for deputy clerks.

## **Candidate Eligibility. Required Filings.**

- **Employment Status. Entry into Program.** The candidate must be a duly elected or appointed circuit court clerk or full-time deputy clerk. Application for enrollment in the VCCA Career Development Program may be made at any time after assuming the required employment status.
- **Minimum Length of Service Required for Certification.** The candidate must have a minimum length of service – (1) A Circuit Court Clerk must have served in this official capacity for an amount of time sufficient to have two completed consecutive audits within his/her term of office. (2) A Deputy Clerk must have a minimum length of service of three (3) years as a deputy clerk or comparable service in the office in which certification is sought.
- **Application for Entry into Program.** The Clerk must complete and submit to the VCCA Certification Review Committee an “Enrollment Form for Clerks & Deputy Clerks”, and pay the required Enrollment fee to the VCCA Treasurer.
- **Recommendation of a Deputy Clerk.** If the candidate is a deputy clerk, a letter of recommendation must be submitted by the clerk from the locality in which the deputy is employed.
- **Complete Program Requirements.** Candidates must achieve and maintain all Program certification requirements set out herein, including all criteria for career development programs requirements set by the Compensation Board.
- **Application for Certification.** Once the educational requirements and all Career Development Program criteria requirements have been met, the Clerk must complete and submit to the VCCA Certification Review Committee an” Application for Certification”, and pay the remaining certification fee to the VCCA Treasurer.

## **Employment Status of Deputies.**

The Compensation Board’s *Minimum Criteria* document requires CDP documents to contain the following statements verbatim:

*“Notwithstanding anything to the contrary contained in this program, nothing herein*

*is intended nor should be construed to contradict or diminish the power and authority of the Clerk with respect to his/her appointees. All Deputy Clerks are, and shall remain, appointees of the Clerk and shall not be considered or construed as employees of either the Clerk or the Locality. Neither the creation nor the operation of this program shall confer on any Deputy Clerk any grievance rights, and no Deputy Clerk shall have the right to be represented by counsel when appearing before any administrators of this program in connection with the operation of this program.”*

## **Definitions.**

As used in this document, unless the context clearly shows otherwise:

- **Clerk** means a duly elected or appointed clerk of the circuit court.
- **Deputy** means a full-time employee of the circuit court clerk’s office, selected by the clerk for inclusion into the Program.
- **Association** means Virginia Court Clerks’ Association, or “VCCA”.
- **Audit Committee** is a special subcommittee of the VCCA Career Development Committee, which audits the certification records of clerks who submit requests for Career Development funding with their annual budget submission to the Compensation Board.
- **Career and Technical Studies Coursework** is education focused on learning skills to apply to a specific vocation, occupation or employment; education based on manual or practical activities of a specific job. *An example of Career and Technical Studies is vocational training offered by the Supreme Court of Virginia.*
- **Career Development Committee** is a special committee of the VCCA, responsible for managing the VCCA Career Development Plan, and to support career development activities of the Compensation Board.
- **Certification Review Committee** is a subcommittee of the VCCA Career Development Committee, responsible for approving applications for Program certification and re-certification, assuring that timely and accurate records are provided to the Compensation Board, and determining contact hour credit for accredited coursework.
- **Certified Court Manager** is (1) one of the training programs of the “Court Management Program” in the ICM Certification Program at the National Center for State Courts, and (2) an academic, professional credential, reportable on a resume under both “Education” and “Professional Certification” categories.

- **Compensation Board** means the Compensation Board of the Commonwealth of Virginia.
- **Contact hour** is defined as a standard one-hour (at least 50 minutes) classroom period of supervised teaching. The accrediting agency shall determine the method of instruction; nothing herein is intended to prevent distance learning, web-based classes, or the equivalent.
- **ICM** means the Institute for Court Management, at the National Center for State Courts.
- **Master Circuit Court Clerk & Master Deputy Circuit Court Clerk** is a professional credential, awarded by the VCCA in recognition of superior job performance and formal education, reportable on a resume in the “Professional Certification” category.
- **Professional and Advanced Studies Coursework** is education in a detailed and intensive curriculum to prepare for an advanced career, i.e. in supervision and/or management; education requiring analysis, problem-solving and research; education focused on learning critical thinking, analysis and theory. *An example of Professional and Advanced Studies Course is coursework offered by the Institute of Court Management at the National Center for State Courts, or coursework in the Judicial Administration curriculum at Michigan State University.*
- **Program** means the VCCA Career Development Program.
- **Skill Building Coursework** is 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. *An example of a Skill Building Course is coursework to increase proficiency in Microsoft Office applications.*
- **VCCA** means the Virginia Court Clerks’ Association.

### Program Administration.

- **The Program Sponsor is the Virginia Court Clerks’ Association** – The VCCA shall prescribe the standards circuit court clerks and deputy clerks in Virginia must meet in order to earn the professional designation of either “**Master Circuit Court Clerk**” (M.C.C.C.) for the clerk, or “**Master Deputy Circuit Court Clerk**” (M.D.C.C.C.).
- **The “Master Circuit Court Clerk” credential and “Master Deputy Circuit Court Clerk” credential is awarded by the VCCA.** The clerk earns this professional designation upon meeting all criteria of both the Compensation Board’s Career Development minimum criteria, and all requirements of the VCCA Career Development Program.

- **The Institute for Court Management (ICM) awards the “Certified Court Manager” credential to clerks and deputy clerks.** For initial career development certification, the Compensation Board requires the Clerk to achieve and maintain the “Certified Court Manager” designation from ICM at the National Center for State Courts. Deputy Clerks are not required to achieve this certification, but earn career development education credits for completing the coursework.
- **The Virginia Court Clerks’ Association is the Program Record Keeper.** The VCCA is responsible for maintaining accurate, updated records for use by the membership of the Association, and for storing Program records in a secure site. The VCCA may contract with a third party vendor to provide recordkeeping and transcript services for the Program. The records will remain the property of the VCCA.
- **The VCCA Certification Review Subcommittee is the Program Manager.** The Certification Review Committee shall consist of at least three (3) members appointed by the Chairperson of the Career Development Committee. 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.**
- **The VCCA Audit Subcommittee assists the Compensation Board in the audit of career development program records.** Career Development certification with the Compensation Board is subject to audit.
  - All Clerks who submit a request for certification shall be subject to audit.
  - All Deputy Clerks for whom a Clerk submits a request for certification shall be subject to audit.
  - Compensation Board staff will randomly select the Clerks and Deputy Clerks to be audited no later than March 1 of each year, and will notify the Clerk.
  - The procedures and timeline are explained in the Compensation Board’s Program documents.

- The VCCA Career Development Committee will form an Audit Committee to review the materials, and make such recommendations to the Compensation Board.
- The Compensation Board will address any recommendations the Audit Committee wishes to make regarding the approval of certification of any Clerk and Deputy Clerk at its March meeting.

**Requirements for Initial Certification. Education.**

In addition to meeting Candidate Eligibility requirements, the candidate must complete the following educational requirements:

- **Circuit Court Clerks.** The Clerk must successfully complete the “Certified Court Manager” curriculum in the ICM’s Court Management Program at the National Center for State Courts, have earned the “Certified Court Manager” credential, and submit a transcript of the coursework. In addition, the Clerk must complete eight (8) contact hours of instruction in employment law.
- **Circuit Court Deputy Clerks.** The Deputy Clerk must achieve a minimum of **Sixty (60)** contact hours of accredited instruction in the specific duties and responsibilities of a Virginia Deputy Circuit Court Clerk, provided by approved education providers, and submit a transcript of the coursework. The current Accredited Coursework List is attached hereto as **Exhibit A.**

**Grandfathered Contact Hours.**

- Credit for some, but not all, coursework accredited by the Compensation Board since January 1, 2013, successfully completed by deputy clerks, may be awarded by the Certification Review Committee.
- Education credit may be requested by clerks and deputy clerks who have, prior to the effective date of this program, successfully completed education courses based on the core competencies recognized by the National Association for Court Management.
- Applications requesting approval of prior coursework for contact hour credit in the VCCA Certification Program must be submitted to the Certification Review Committee. Transcripts must be provided in order to consider credit requests.

## Requirements for Re-Certification.

- **Maintain Candidate Eligibility.** The Program participant must annually maintain all of the Compensation Board's minimum criteria for continuing Candidate Eligibility.
- **Annual Education.** After initial certification is earned, the Clerk must thereafter earn a minimum of Fifteen (15) accredited contact hours and a Deputy Clerk must earn a minimum of Ten (10) accredited contact hours of instruction in the twelve (12) months preceding annual recertification.
- **Compensation Board. Annual recertification.** Annual recertification is required to comply with the Compensation Board's Career Development Program criteria. Recertification is accomplished by certification in Career Development in the Clerk's annual budget submission in the following year.
- **VCCA Career Development Program. Recertification every three years.** To recertify, the Clerk must earn annually a minimum of Fifteen (15) accredited contact hours and a Deputy Clerk must earn a minimum of Ten (10) accredited contact hours of instruction. Clerks seeking re-certification in the VCCA Career Development Program are required to achieve a 3-year period cumulative contact hour total of forty-five (45) or above; Deputy Clerks are required to achieve a 3-year period cumulative contact hour's total of thirty (30) or above.
  - **Carryover permitted from year to year during certification period.** In the same certification period, contact hours earned over the minimum for each year will carry over to help the participant meet the following year's requirements.
  - **Limited carryover permitted from one certification period to next.** Participants are allowed to roll over accumulated hour credits in excess of the minimum requirement from one re-certification period to the next up to 1/3 (33%). *For example, if a clerk has earned 60 contact hours of instruction at the end of the recertification period, 5 contact hours of instruction will be carried over to the next recertification period. [the calculation:  $60 - 45 = 15$ ;  $15 \div 3 = 5$ ]*

## Annual Certification Process.

- **Annual Certification.** To attain and/or maintain eligibility for Compensation Board career development funding, annual certification is required. To retain

eligibility for certification in the VCCA Career Development Program, annual certification of education is required.

- November 30<sup>th</sup> is the cut-off date to meet certification requirements in any given year. There is no time limit to achieve initial certification. Participants may take as long as necessary to complete the initial certification requirements.
- On December 15<sup>th</sup> of each year, the Certification Review Committee generates a list of those clerks and deputy clerks who meet certification requirements.
- The Certification Review Committee is responsible for reviewing and approving each application for initial certification and recertification. Clerks and deputy clerks approved by the Certification Review Committee are considered certified as of November 30<sup>th</sup> of that year. After approval by the Committee, the list of certified clerks and deputy clerks will be released to the membership of the Association.
- Appeals concerning decisions of the Certification Review Committee must be made to the Committee within fifteen business days of publication of the list of clerks and deputy clerks.
- The Committee shall also submit a report annually no later than December 30 to the Compensation Board, providing the certification status of every clerk and deputy clerk qualifying initially or recertifying with the Compensation Board for a salary supplement.

### **Failure to meet Certification Requirements. Suspension.**

- If a participant does not earn the required minimum number of contact hours for a given year, he/she will be “suspended” from certified status in the VCCA Career Development Program.
- If required annual education credits are not certified, the Certification Review Committee will notify the Compensation Board, who will remove career development funding eligibility for that person.

### **Reinstatement to Program.**

- Former Program participants may be reinstated after suspension from the VCCA Career Development Program.
- **Within 3-Year Certification Period.** The participant is required to achieve the number of contact hours of education by November 30<sup>th</sup> of the next year equal to the number of annual hours X 2. *For example, if a clerk/deputy has not earned 15/10 contact hours by November 30<sup>th</sup> of Year 1, he/she would be suspended*



*from certified status. In order to be reinstated, the clerk/deputy would need to have earned 30/20 contact hours by November 30<sup>th</sup> of Year 2.*

- Failure to meet the requirements at the end of the 3-year Program certification period – “rolling window” reinstatement procedure.** If the participant fails to meet the continuing education point’s requirement at the end of the 3-year period, he/she will be suspended from certified status in the VCCA Career Development Program, and may lose Compensation Board career development funding. The participant will then be subject to a “rolling window” reinstatement procedure. The 3-year re-certification window will automatically become the last three years. As of November 30<sup>th</sup> of the next year, the participant’s contact hour total for the current year and the 2 years prior will be reviewed. If the participant meets the re-certification requirements at that time, he/she will be considered re-certified and will begin the process of re-certifying again from the beginning. If the participant does not meet the re-certification requirements, the rolling window would then be shifted to the next year, and again, contact hours for the then current year and the previous 2 years will be reviewed.
- Reinstatement of Career Development Funding.** Once Career Development funding has been lost as a result of certification suspension, it will not be automatically reinstated. The clerk and/or deputy will be placed back in the queue by the Compensation Board to receive funding as it comes available.

**Presentation of Professional Designation Certificates.**

Once the clerk or deputy clerk has met all of the requirements for initial certification or re-certification, an appropriate certificate shall be presented to him/her from the VCCA. Certificates will be presented at the regularly scheduled Virginia Court Clerks Annual Convention or other approved location following the year of certification.

**Application Deadlines and Fees**

Application for enrollment in the VCCA Career Development Program may be made at any time after assuming General Eligibility status. Enroll in the program by submitting a completed Enrollment Form to the Certification Review Committee and paying an enrollment fee to the VCCA Treasurer.

An Application for Certification must be received by the Certification Review Committee by November 30<sup>th</sup> and paying a certification fee to the VCCA Treasurer.

<b>Initial Certification</b>	<b>Clerk</b>	<b>Deputy Clerk</b>
Total amount due	\$250.00	\$175.00
Less: Enrollment Fee previously paid	(\$100.00)	(\$75.00)
Net amount due at certification	\$150.00	\$100.00

**Re-Certification**

Amount due at certification	\$175.00	\$75.00
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<b>Upgrade from Deputy Clerk to Clerk</b>	\$75.00	
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**AMENDMENTS**

September 1, 2015 – Document amended to remove the Weldon Cooper Center for Public Service as Program transcript agent and the University of Virginia School of Continuing and Professional Studies as credentialing agent. The VCCA assumes responsibility for Program recordkeeping and transcript services. The Program Fee Schedule is modified to make application fees payable to the VCCA Treasurer. Amendments approved by VCCA Executive Committee.

## EXHIBIT A

# ACCREDITED COURSEWORK FOR CY 2015

### 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](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 CY2015**

#### **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
- Fundamental Issues of Caseflow Management
- Managing Court Financial Resources
- Managing Human Resources
- Managing Technology Projects & Technology Resources
- Purposes & Responsibilities of Courts

##### **(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 - Weldon Cooper Center for Public Service— 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.

**CATEGORYTHREE: 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.**