

**Overview of the Parties Involved in the
CAREER DEVELOPMENT PROGRAM FOR
CIRCUIT COURT CLERKS AND DEPUTY CLERKS
VCCA Annual Convention
September 19, 2014**

The General Assembly.

- The 2005 General Assembly directed the Compensation Board to establish a career development program for clerks and deputy clerks.
- By 2010, no Clerks had submitted Career Development Program certifications and requests for the 9.3% pay increase to the Compensation Board. The General Assembly de-funded the program, removing any appropriation for the programs.
- In 2014, the VCCA introduced Budget Amendments to re-establish career development funding for clerks and deputy clerks. Funding for Career Development was deleted from the final version of the Budget approved in June 2014.
- The General Assembly has yet to fund career development pay increases. However, many clerks' offices receive local government salary supplementation for career/professional development achievement.

The Compensation Board.

- The Compensation Board approved career development programs for clerks and deputy clerks in August 2005. The incentive for pursuing career development was mainly financial. A Clerk who implemented a career development plan for self and deputy clerks, and met all requirements, could submit a career development certification as part of the annual budget request to the Compensation Board by February 1st of each year to be considered for a 9.3% pay raise for self and/or deputy clerks effective the following July 1st.
- Three (3) of the 120 Clerks offices cannot qualify for the pay increase. The Compensation Board cannot request a pay increase for the circuit courts of the cities of Richmond, Roanoke, and Newport News because they are self-funded, retaining all Clerks' fees to pay Clerk's office expenses.
- Minimum criteria included (1) establishing an education program for clerks at the National Center for State Courts, (2) annually accrediting specific career development coursework for deputy clerks, and (3) creating an Audit/Certification Committee of clerks to certify to the Compensation Board that the minimum requirements have been met.

- The minimum criteria documents were not themselves plans; rather, they set requirements and standards to follow when adopting a Plan. Clerks were expected to adopt an individual, written career development plan for their respective offices, one for the Clerk and one for the Deputy Clerks selected by the Clerk to pursue career development certification.
- In July 2014, the Compensation Board approved changes requested by the VCCA in the 2005 Minimum Criteria documents. These amendments were deemed necessary to re-establish a modern, mutually agreeable set of program criteria that was consistent with the present Career Development programs of other Virginia constitutional officers.
- July 2014 amendments to Career Development require Clerks to achieve and maintain the “Certified Court Manager” designation from the National Center for State Courts.
- Participation in a career development program is voluntary. Clerks may establish an individual plan for their offices, and self-administer the program under the guidance of the Compensation Board. Alternatively, clerks may enroll in the new VCCA Career Development Program, in which all circuit court clerks are invited to participate.
- Clerks pursuing career development salary increases from the Compensation Board are individually responsible for annually certifying themselves and eligible deputy clerks for a pay increase in their budget submissions.

The National Center for State Courts.

- The Compensation Board requires Clerks to achieve and maintain the “Certified Court Manager” designation from the National Center for State Courts.
- The “Certified Court Manager” curriculum requires the Clerk to take six (6) courses. These courses may be taken online, in person at the NCSC offices in Williamsburg Virginia, or at a VCCA-sponsored class location.
- The VCCA has entered into an agreement with NCSC to train clerks to become faculty instructors to teach the “Certified Court Manager” courses to VCCA members at a greatly-reduced cost.
- Successful completion of the “Certified Court Manager” curriculum at NCSC is also required for initial certification in the new VCCA Career Development Program.

Professional Certification Program at Weldon Cooper Center for Public Service.

- Established in January 1991, this Program recognized personal education and service to the Virginia Court Clerks Association to qualify Clerks and Deputy Clerks, respectively as a “Certified Circuit Court Clerk” (C.C.C.C.) and “Certified Deputy Circuit Court Clerk” (C.D.C.C.C.).
- This Program did not meet the minimum criteria requirements of the Compensation Board’s Career Development Program. No synthesis of the two programs was attempted.
- This program was concluded on August 31, 2014, and replaced by a new VCCA-sponsored Career Development Plan that meets Compensation Board minimum criteria.

The VCCA Career Development Program.

- Established September 1, 2014, VCCA adopts a general Career Development Plan for Circuit Court Clerks and Deputy Clerks.
- Certification in this Program qualifies Clerks and Deputy Clerks, respectively as a “Master Circuit Court Clerk” (M.C.C.C.) and “Master Deputy Circuit Court Clerk” (M.D.C.C.C.).
- The Plan complies with all Compensation Board’s minimum requirements for Career Development Plans. Participants who certify in this Program will qualify to certify for any State-funded 9.3% salary increase. [Explained above, applicable to 117 clerks’ offices.]
- The VCCA Career Development Program requires the Clerk to achieve the “Certified Court Manager” credential at NCSC, described above. Clerks certifying in the VCCA Program will earn two professional certifications: (1) Certified Court Manager from NCSC and (2) Master Circuit Court Clerk from UVA.
- VCCA authorizes the Weldon Cooper Center to act as transcript agent, storing program education records for the VCCA, maintain a secure web portal for access to education records of Program participants, and provide timely and accurate transcripts as required by the Compensation Board or the VCCA.
- The Program establishes a 3-member Certification Review Committee, who will be responsible for applications for certification and re-certification, assuring accurate information is provided the Compensation Board, and determine contact hour credit for accredited coursework.