

CAREER DEVELOPMENT BASICS

VCCA Annual Convention

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What is the difference between the 2005 Career Development Program created by the Compensation Board, the 1991 Weldon Cooper Professional Certification Program, and the 2014 VCCA Career Development Program?

- Comp Board Career Development Program documents are only a set of requirements for establishing a program.
- Weldon Cooper Professional Certification Plan never met Comp Board career development requirements.
- VCCA Career Development Plan is a group plan that meets all Comp Board requirements, and is offered to all circuit court clerks.

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Is the Clerk required to establish a Career Development Plan for his/her Office?

- No. Participation is voluntary.
- Clerk may establish his/her individual career development program or join a group plan.

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What are the benefits of establishing a career development program that meets the requirements of the Comp Boards' plans for Clerks and Deputy Clerks?

- Meeting Comp Board certification requirements makes program participant eligible for an annual 9.3% pay increase.

- Clerks earn the professional credential "Certified Court Manager" from the Institute of Court Management at the National Center for State Courts.

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What happened to the Professional Certification Program at Weldon Cooper?

- Program ended on August 31, 2014.
- Replaced by VCCA Career Development Program.
- Final Certificates awarded participants at the VCCA Annual Convention.

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What are the benefits of enrolling in the VCCA Career Development Plan?

- Easier than creating and managing an individual plan.
- VCCA meets all Comp Board career development requirements.
- Certification Review Committee manages certification records, provides information to the Comp Board and accredits program coursework.

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What are the benefits of enrolling in the VCCA Career Development Plan? (continued)

- Participants completing program requirements earn the professional credential “Master Circuit Court Clerk” or “Master Deputy Circuit Court Clerk”.
- Initial certification and re-certification in the VCCA Program qualifies the Clerk and Deputy Clerk participant for the Comp Board 9.3% salary increase.

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How do you pursue certification in Career Development with the Comp Board?

- Know Minimum Criteria requirements in Career Development documents for Clerks and Deputy Clerks at <http://www.scb.virginia.gov/reports.cfm>
- Clerk must achieve and maintain designation of “Certified Court Manager” from the NCSC & complete 8 hours of employment law.
- Clerk’s employees must annually complete a minimum number of training hours based upon locality population.

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How do you pursue certification in Career Development with the Comp Board? (cont.)

- Clerk must adopt specified administrative policies, including written performance standards for each major office duty, and a Customer Service Policy.
- Clerk must adopt Comp Board's Minimum Criteria for Deputy Clerk CDP.
- Audit – no prior findings or internal control problems *repeated* in current audit report.

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How do you pursue certification in Career Development with the Comp Board? (cont.)

- Clerk adopts Performance Standards based on procedural & best practices in Practice Manuals. Alternate procedures shall be written & meet internal control requirements of State Auditor.
- Clerk submits compliance & requests a 9.3% pay increase in Annual Budget submission.
YEARLY CERTIFICATION REQUIRED.
- Re-certification – maintain above & complete 15 hours of continuing education.

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How do you pursue certification in Career Development with the Comp Board? (cont.)

- **Deputy Clerk CDP** – Clerk establishes a CDP for deputy clerks.
- Deputy is selected by Clerk.
- Deputy must have 3 years of service as Deputy Clerk or comparable service in the office.
- Deputy must have 2 consecutive *above-average* job performance evaluations, no job performance objective below average, and no more than 1 written reprimand within 2 years preceding selection.

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How do you pursue certification in Career Development with the Comp Board? (cont.)

- Deputy must achieve 60 total accredited contact hours education for initial certification.
- Clerk submits compliance & recommends through online Annual Budget submission a 9.3% increase in pay for eligible deputies. **YEARLY CERTIFICATION REQUIRED.**
- Re-certification – maintain all above standards & complete 10 hours of continuing education.

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How do you pursue certification in the VCCA Career Development Program?

- Obtain a copy of the VCCA Career Development Program document at <http://www.vaclerks.org/careerdevelopment1.html>
- Clerk enrolls self and selected deputies for the program by downloading Enrollment Form from <http://www.coopercenter.org/certification> & mailing it to Weldon Cooper Center with enrollment fee: \$100/Clerk & \$75/Deputy.
- Eligibility for enrollment is same as for Comp Board Career Development Program.

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How do you pursue certification in the VCCA Career Development Program? (continued)

- Requirements for Initial certification and re-certification are the same as for the Comp Board Career Development Program.
- VCCA Plan has an annual cut-off date of November 15th to meet Initial certification requirements of reporting to the Comp Board. There is no time limit to achieve Initial certification.
- VCCA certification provides corroborating proof to Comp Board that Clerk and/or Deputy has met CDP requirements.

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How do you pursue certification in the VCCA Career Development Program? (continued)

- Clerk certifies achievement of CDP for self and selected deputies by downloading Application for Certification from <http://www.coopercenter.org/certification> & mailing it to Weldon Cooper Center with the Program Fee balance due: \$150/Clerk & \$100/Deputy.
- **Special Features of VCCA CDP** – Program participants are required to re-certify every 3 years to stay active members in the VCCA Career Development Program.

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How do you pursue certification in the VCCA Career Development Program? (continued)

- **Special Features of VCCA CDP (cont)** – Contact hours of instruction earned between 1/01/13 and 8/31/14 *may* qualify for grandfather treatment.
- VCCA Plan has provisions for contact hour roll-over from one certification period to another & a “rolling window” reinstatement procedure.
- Weldon Cooper awards professional credential “Master Circuit Court Clerk” & “Master Deputy Circuit Court Clerk”.

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