



# Educational Programs

## HISTORY AND BACKGROUND

Georgia's courts and government probation departments have been investing in the development of a highly-trained, professional team of managers and leaders. In Spring 2009, the leadership of the Georgia Council of Court Administrators (GCCA) established its certified Georgia Court Manager program to provide leadership skills, knowledge, and performance improvement resources to current and emerging court leaders in Georgia.

The Court Administration Certification program is an opportunity for court professionals to acquire greater professional credentials and to improve their fulfillment of their obligation to the public. This exciting program offers various options for every level of experience and budget resources. Each certificate can be utilized to earn the next level of certification—a building block process—that will lead to more opportunities and enriched judicial environments.

Michigan State University (MSU) began its quest for continuing education for professionals in the Judicial Administration field in mid-1990. Though continuing education credit is no new concept, the innovative approach of the MSU Judicial Administration program founders was to include the endorsement of a major university. Utilizing the Core Competencies developed by the National Association of Court Management and the ingenuity, research, and experience of these scholars, the MSU founders were able to develop a program with flexibility and national appeal.

To carry out this expanded mission, the GCCA has entered into a partnership with the National Center for State Courts (NCSC) to adopt Institute for Court Management (ICM) courses so that they can be conducted locally. Upon renewal, GCCA will be signing on to that agreement as a partner organization. The leadership of GCCA has developed a sustainable program model for delivery of the classes within Georgia using local Georgia faculty in an effort to bring national-level training to court management in Georgia. The expanded Georgia Court Manager (GCM) program will continue to provide the Georgia judicial system with highly qualified and well-trained court managers that are prepared to advance within the field.

It is GCCA's belief that continuing professional and personal development is the essence of professionalism.

# **TYPES OF CERTIFICATIONS**

**Georgia Council of Court Administrators'  
Certificate of Court Administration  
(40 hours)**

**Michigan State University's  
Non-Credit Bearing Certificate in Judicial Administration  
(60 hours)**

**Georgia Council of Court Administrators'  
Masters Certificate of Court Administration  
(100 hours)**

**Institute for Court Management's  
Certified Court Manager Program  
(96 hours)**

**Michigan State University's  
Additional Credit-Bearing Opportunities  
(Hours Vary)**

**All Certificates are based on the NACM Core**

**Georgia Council of Court Administrators'**  
**Certificate of Court Administration**  
**(40 hours)**

***Background:***

The GCCA Certificate of Court Administration focuses on a broad overview of court administration with emphasis on the Georgia court structure.

***Eligibility:***

Participation is open to all GCCA members who have submitted an application to be part of the program including a letter of recommendation from your supervisor, judge and/or city/county executive.

***Coursework:***

This entry-level certificate requires the GCCA member to complete 40 contact hours of GCCA training within five (5) years. These courses will be offered at the bi-annual GCCA conferences and could be completed within as little as two (2) years. GCCA generally offers two (2) training conferences each year, each of which typically has between 12 and 15 hours of content.

***Cost:***

There is no additional cost in receiving this certificate other than the costs associated with attending the GCCA conferences.

***Maintenance:***

To maintain this certification, the GCCA member must complete a minimum of sixteen 16 hours of approved training every two (2) calendar years after receipt of the certification. Limited credit of up to five (5) hours will be given for coursework provided by other Georgia-specific court or judicial-related agencies and associations. *Failure to maintain certification will result in a notice being sent to the member and his/her court executive by the President or his/her designee.*

**Michigan State University's**  
**Non-Credit Bearing Certificate in Judicial Administration**  
**(60 hours)**

***Background:***

Judicial Administration at Michigan State University is a community of learners, scholars, and practitioners dedicated to the advancement of the missions, mandates, and purposes of judicial systems across the globe through expert management and timeless leadership principles and practices.

***Eligibility:***

Participation is open to all GCCA members who have submitted an application to be part of the program.

***Coursework:***

The non-credit certificate is comprised of sixty contact hours of instruction plus a capstone experience based on the NACM core competencies. Successful completion is possible when students take courses in the following subject matter within five years from their start date.

This certificate must be accomplished within five (5) years and will typically take two to three (2-3) years to complete. Upon fulfillment of these required classes, the candidate will complete a written assignment applying subject matter to a court issue, problem, or growth opportunity. This capstone experience will be guided by an MSU faculty member.

Courses to fulfill these requirements will be offered at GCCA Conferences. In addition, some of the courses will be available through other local, state, national, federal, and international partner-providers and online.

**Core Requirements**

Forty (40) hours in six (6) specific core competencies (minimum of 6 hours in each):

- Caseflow Management

- Information Technology Management
- Human Resources Management
- Leadership
- Purposes and Responsibilities of Courts
- Resources, Budget, and Finance

### **Elective Courses**

And 20 hours in at least 3 of these 4 elective areas:

- Court and Community Communication
- Education, Training, and Development
- Essential Components of Courts
- Visioning and Strategic Planning

### **Capstone Experience**

Students are required to begin the Capstone Experience once they have completed the 60 course contact hours. Successful completion of the Capstone Experience will result in the student receiving the noncredit certificate.

### **Cost:**

The coursework for this certificate will be offered at GCCA conferences as well as online and at various regional or national court conferences. In addition to the cost of the conferences themselves, the fee for the Certificate is \$720 (\$12/hour for each contact hour) plus a \$20 nonrefundable registration fee and \$60 for the capstone experience.

### **Maintenance:**

Once the certificate is achieved, there are no continuing education requirements.

**Georgia Council of Court Administrators'**  
**Masters Certificate of Court Administration**  
**(100 hours)**

***Background:***

The GCCA Masters Certificate of Court Administration continues the broad overview of court administration in Georgia with additional focus on topics of importance.

***Eligibility:***

Due to the commitment of time and resources, training will be limited to GCCA members who have obtained at least their 40-hour Certificate.

***Coursework:***

This certificate can be obtained after completion of either the Certificate (40 hours). The participant will successfully complete 60 additional hours of GCCA-approved and sponsored training for a total of 100 hours. Up to twenty-five (25) of the sixty 60 hours beyond the GCCA Certificate may be obtained from non-GCCA courses such as the National Association for Court Management, the Institute for Court Management, the National Judicial College and similar organizations.

***Cost:***

There is no additional cost in receiving this certificate other than the costs associated with attending the GCCA conferences.

***Maintenance:***

To maintain this certificate, sixteen (16) hours of approved training must be completed every two (2) calendar years and the candidate must be available to serve as a mentor to a new court administrator. Limited credit of up to five (5) hours will be given for coursework provided by other Georgia-specific court or judicial-related agencies and associations. *Failure to maintain certification will result in a notice being sent to the member and his/her court executive by the President or his/her designee.*

**Institute for Court Management's**  
**Certified Court Manager Program**  
**(96 hours)**

***Background:***

Until now, Institute for Court Management courses were only taught by ICM's faculty or online. As a CMP Licensee, qualified court staff from Georgia are certified to teach ICM courses locally. Using this licensing system, participants can obtain the first level of ICM certification - Certified Court Manager (CCM).

- ICM is the most trusted, respected provider of continuing education for court professionals;
- ICM's Court Management Program (CMP) courses educate and develop leaders in court administration for today's judicial branch and for the future;
- ICM's courses are based on the National Association for Court Management's (NACM) Core Competencies. A participant manual and faculty guide have been developed for every course;
- A licensing program is the least expensive way to offer ICM courses;
- ICM's courses are preparation for attaining the status of ICM Fellow, the highest level of ICM certification;

***Eligibility:***

Due to the commitment of time and resources, training will be limited to GCCA members who have obtained at least their 40-hour Certificate and are current on their continuing education hours. Members may elect to complete courses on their own directly through the Institute for Court Management. Members must submit an application to be part of the program including a letter of recommendation from your supervisor, judge and/or city/county executive.

***Coursework:***

Certification candidates may take courses through National Programs, ICM partnerships, the CMP Licensee Program and/or the CMP Consortium. All

six of the CCM courses are also available in a distance-learning environment:

- 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

GCCA will offer two (2) courses each year in conjunction with its training conferences. Depending on funding and availability of spots, a member can join the program at any time. Courses will repeat at least once every three years.

It is ICM's policy that participants seeking program certification from ICM complete their course of study within a 7-year timeframe.

***Cost:***

Generally, each attendee must pay a \$200 per person fee payable to ICM. This cost is in addition to any regular conference attendance costs. ICM courses are generally \$645 for registration plus the cost of attendance. Depending on grant and/or state funding, GCCA may provide this training at a reduced cost to GCCA members.

***Maintenance:***

Once the certificate is achieved, there are no continuing education requirements.

**Michigan State University's**  
**Additional Credit-Bearing Opportunities**  
**(Hours Vary)**

***Background:***

The partnership with MSU allows the Certificate holder to progress to college-level accreditation through 2 options – a Credit Bearing Certificate and a Master of Science Degree in Judicial Administration.

The graduate certificate in judicial administration allows individuals the opportunity to explore and deepen their knowledge and practice of judicial administration without enrolling in a degree-granting program.

MSU also offers the Master of Science Degree in Judicial Administration. The certificates previously earned may be applied toward this online 30-credit degree in addition to other MSU requirements. Courses address emerging issues and trends in judicial administration in the United States and globally, as well as the theories, methods, and practices deemed to be critically important for the administration of courts. Students can complete this Master of Science degree program in 24 months.

***Eligibility:***

Participation is open to all GCCA members who have submitted an application to be part of the program.

***Coursework:***

Coursework requirements vary for each program. For more information, please visit: <http://cj.msu.edu/programs/judicial-administration-program/>

***Cost:***

Please visit the MSU Judicial Administration program for more information.

***Maintenance:***

Once the certificate or degree is achieved, there are no continuing education requirements.