

Educational Certificate Program

GOALS OF THE PROGRAM

The program

- will be available to all members;
- will remain cost effective for the participants;
- will normally take no more than two years to complete the basic certificate;
- will be comprised of educational content designed to improve the participants' effectiveness as court professionals;
- will emphasize the Georgia court system.

PARTICIPATION REQUIREMENTS

To be eligible for participation in the Certificate Program you must:

1. be a member of GCCA;
2. submit the application for certification along with a letter of recommendation;
3. submit with proof of attendance at each training (this will be provided at each GCCA training);
4. complete a minimum of 40 hours of education provided by GCCA for a Certificate and a minimum of 100 hours of education provided by GCCA for a Masters Certificate.

PROGRAM REQUIREMENTS

The Certificate Program consists of two levels: the Certificate of Court Administration and the Masters Certificate of Court Administration. You can obtain one or both of these certificates.

To obtain a Certificate of Court Administration from GCCA, you must successfully complete the 40 hours of training within five years. To maintain the Certificate, you must complete a minimum of 16 hours of approved training every 2 years.

To obtain a Masters Certificate of Court Administration, you must successfully complete 100 hours of training. You must also be willing to be a mentor to a new court administrator. To maintain the Certificate, you must complete a minimum of 16 hours of approved training every 2 years.

**Since this certificate program is a Georgia specific program, outside courses will not count towards your GCCA certificate program.

CERTIFICATION PROCESS

The Institute for Continuing Judicial Education will oversee the program. The Executive Committee of GCCA will be available to members to answer questions, interpret policy and generally assist members in completing the program.

Documentation of completion of courses in the program should be submitted as soon after the program as possible. It is the applicant's responsibility to turn in course completion forms.