



OREGON
ASSOCIATION
FOR COURT
ADMINISTRATION

Education Certification Program

Oregon Association for Court Administration Educational Certification Program

INTRODUCTION

Initiated in 1985-86 by the Oregon Association for Court Administration (OACA), the certification program was established to assist members to enhance their training and education in judicial administration. The program provides guidance in obtaining a comprehensive educational program and assisting members in receiving recognition for their knowledge and achievement.

GOALS OF THE PROGRAM

OACA's goals for the program include the following:

The program:

- will be available to all members;
- costs of completion will remain reasonable;
- time of completion should normally take no more than three years;
- will be comprised of educational content designed to improve the participants' effectiveness as court professionals;
- will enable those participants to receive proper recognition for completion.

PARTICIPATION REQUIREMENTS

To be eligible for participation in the certification program requires:

1. completion of the approved educational program requirements as described in this document; and,
2. submission of the application for certification (under the "Forms" button on the website) complete with all documentation of educational program credits claimed for application toward certification.

PROGRAM REQUIREMENTS

Certification as an OACA Certified Court Manager requires successful completion of 100 Educational credit hours. Certification as an OACA Professional Court Manager requires successful completion of the Certified Court Manager program and an additional 100 Educational credit hours (i.e. total of 200 credit hours). Certification as a Certified OACA Professional Court Leader requires successful completion of the Certified Court Manager and Professional Court Manager programs and an additional 100 Educational credit hours (i.e. total of 300 credit hours).

Educational credit hours are defined below.

EDUCATIONAL CREDITS - HOW THEY ARE OBTAINED

Determination of the OACA Educational credit hours is the responsibility of the OACA Education

Committee. In general, attending a three-hour in-service training session, an OACA conference or NACM conference session on a relevant subject equals three (3) credit hours in that area. A 6 hr. (one day) workshop would qualify for six (6) credit hours. A day and a half session would qualify for nine (9) credit hours. Attending a session in every period of a full OACA conference will usually add up to 10.5 credit hours.

A. An OACA Educational credit is one hour of instruction in courses/workshops directly related to understanding the judicial system and working in a court or more hours of instruction for more generic courses.

1. Specific courses offered at OACA conferences, NACM conferences, Institute for Court Management or Justice Management Institute workshops or other court-related organizations: Hour-for-hour credit in the applicable area.

Institute for Court Management (ICM) and Justice Management Institute (JMI) courses earn credit hours based on the length and specificity of the classes. ICM & JMI courses are rated as follows:

- 1.5 day workshop = 9 OACA Educational credit hours,
- 2.5 day workshop = 15 OACA Educational credit hours,
- 4.5 day workshop = 27 OACA Educational credit hours.

Phase II of the Court Executive Development Program (ICM) equals 27 OACA Educational credit hours for each week (a total of 81 for 3 weeks).

2. Computer software training:

Introductory software or operating systems courses: Hour-for-hour credit as Electives.

Intermediate or Advanced classes in Word Processing, Operating Systems (MAC or Windows), OJIN, Flowcharting, Databases, Spreadsheets, Lotus Notes, etc: Hour-for-hour credit in the area of Operational Systems Management.

3. Miscellaneous classes such as basic safety classes, first aid classes on the job, and other similar generic classes: Hour-for-hour credit as Electives.

4. Local, regional, and national professional training organization workshops, (e.g. Fred Pryor, CareerTrack, SkillPath, etc.), Vocational-Technical school courses, and in-service training workshops: Hour-for-hour credit as Electives unless course descriptions and documentation are provided demonstrating specific applicability to an applicant's court job.

5. College or university courses.

College credits are applied as earned (i.e. a 3 credit/unit class would equal 27 credit hours). Note: While the number of in class hours of instruction is greater than the allowed credit hours, the specificity of college courses for the operational work in the courts is considered less than other types of courses. Exceptions to this are at the discretion of the full Education Committee whose decisions may be appealed to the full Board of OACA.

6. Other policies:

No credit will be given for OACA committee work but two credits per year will be allowed as Electives for any elected position (i.e. Board or Officer positions).

One credit will be given for a presentation of a workshop in an OACA conference, judges' conference or other similar court staff training workshops.

Applicants are encouraged to submit documentation of any other training or education relevant to their work in the courts.

B. Distribution of Educational credits requirement: Within the required 100 credit hours for completion of **each** of the three programs, (Certified Court Manager; Professional Court Manager; and Professional Court Leader), the distribution of Educational credit hours must be as follows:

1. LEGAL/COURT PROCEDURES = 16 credit hours (16%)

Legal/court procedures credit hours consist of education in such topics as criminal procedure, civil procedure, handling judgments and executions, processing traffic cases, etc. This area contains credit hours that look at the courts microscopically, in nuts and bolts detail.

2. PERSONNEL/PEOPLE SKILLS = 25 credit hours (25%)

Personnel/people skills credit hours consist of education in such topics as supervisory skills, effective time management, delegation of authority, etc. This area generally contains credit hours that improve a person's ability to interrelate with coworkers both laterally and vertically within an organization.

3. JUDICIAL ORGANIZATION AND THEORY = 16 credit hours (16%)

Judicial organization and theory credit hours consist of education in such topics as court structure, history of court reform (i.e. unification and state funding), the judiciary's role in constitutional government, public vs. private sector management, inherent powers and the courts, etc. This area contains credit hours that look at the courts macroscopically.

4. OPERATIONAL SYSTEMS MANAGEMENT = 33 credit hours (33%)

Operational Systems management credit hours consist of education in such topics as financial management, budget administration, caseload management, jury management, records/facilities management, and automation in the courts.

5. ELECTIVES = 10 credit hours (10%)

Elective credit hours may be acquired in any one of the other four required areas so that an applicant may specialize in one area or take further courses of interest. These credit hours must be related to court administration, however.

TOTAL: 100 credit hours (100%)

CERTIFICATION PROCESS

The OACA Education Committee will oversee the program and be available to members to answer questions, interpret policy, and generally assist members in completing it. If you intend to take a college course but are unsure of its eligibility to fulfill one of the area requirements, be sure to request a determination by the Education Committee as to the status and credit hours for the course.

Documentation of completion of courses in the program should not be submitted until each program has been completed. At that time a formal application for certification should be submitted to the Education Vice President and must be accompanied by detailed documentation showing satisfaction of each section.

To facilitate this aspect of offering proof, each conference packet will include a certification log listing each educational session conducted. If no sheet is provided in the packet any written documentation of full-time attendance in a class for which credit is sought and signed by the instructor, session host, or OACA Board member present in the session is acceptable. Certification Program members will submit their forms to the instructor, session host, or any OACA Board member for signature. Documentation signatures must be obtained following attendance at the full session period. For other courses, proof would consist of copies of any certification of completion of a course or program, i.e. a grade transcript or signed statement of an instructor. **It is the responsibility of the OACA member participating in the Certification Process to provide documentation of attendance at all classes, courses, workshops, or conference sessions claimed toward Certification.**

APPLICATION PROCEDURES AND POLICIES

Role of the Education Vice President and Education Committee.

1. The Education Vice President will determine the level of certification qualification of an applicant within a month following the submission of the candidate's documentation and application.
2. The Education Vice President shall forward the spreadsheet listing of their credits to candidates in advance of submitting them to the Education Committee.
3. At the time of presentation of the certification materials to the Education Committee, candidates will be allowed to appeal the Education Vice President's classification of submitted credits to the Education Committee.
4. The Education Committee makes the final determination of the candidate's level of certification and submits their recommendation to the OACA Board for approval.
5. The Education Vice President makes the presentation of the Certificate to the candidate at the next OACA conference, and,
6. Upon determination of the certification level for each applicant, the candidate's materials, submitted for certification, shall be returned to the candidate. The OACA Education Vice President will retain only the spreadsheet documentation of the candidate's certification for future use in further certification applications and for records.