

Training Council

Mandated Hours Policy

Constitutional Officers --elected Clerks of Superior Court

Hardship Policy

1. Written request stating the need and circumstance to the SCCA Training Council
2. Case by case basis
3. Approved training by the SCCA Training Council

Mandated 15 hour policy

1. 9 hours sponsored by the SCCA Training Council
6 hours approved programs by SCCA Training Council & ICJE
2. List of programs approved by ICJE (forth coming)
3. 15 hours minimum offered at the Spring, Winter and Fall Conferences
4. New Clerks 40 hour class held in December following election and sponsored by the Superior Court Clerks Association Training Council as mandated by law.

Continuing Professional Education of Court Officials

Primary Purpose:

The primary purpose for continuing professional education of court officials is to advance organizational competence as well as services rendered to the public.

It is to equip these individuals in remaining conversant with state-of-the-art understandings about:

- (1) The ongoing impact of transforming legal requirements
- (2) Maintenance of modern administrative practices, which enable these officials more effectively to lead the courts in serving the local community.

Balance:

A balance is desirable, as well as achievable, between participation with nationally-based and state-based programming.

The two forms of sponsorships possess different substantive focuses, organizational strengths, and institutional shortcomings. The Training Council for this continuing professional education should set the standards addressing these matters.

At a minimum, state-based attendance should be required:

- (1) Newly elected Superior Court Clerks must complete 40 hours mandated training
- (2) Each year Superior Court Clerks must complete 15 hours of mandated training approved by the training council (6 hours may be thru approved nationally-based court service training organizations).

Continuing professional education organized by traditional nationally-based court service training organizations include courses delivered by the:

- (1) Institute for Court Management
- (2) National Association of Court Managers
- (3) National Center for State Courts
- (4) Georgia Records Association
- (5) Council of Court Administrators of Georgia

Continuing professional education organized by private sector technology training resources, national or state, include courses devoted to computer software and hardware for:

- (1) Record keeping
- (2) Communications
- (3) Legal research
- (4) Budgeting and finance
- (5) Geographic mapping and surveys
- (6) Collection of fees and fines, etc.

Continuing professional education organized by private sector management training resources, national or state, include courses that target:

- (1) Governmental employer legal obligations with compensation, fringe benefits, and work conditions
- (2) Employee personnel screening and hiring, generally
- (3) Progressive discipline and positional advancement of employees, generally
- (4) Public procurement and property management, etc.

Attendance with higher education bodies leading to academic degrees do not routinely substitute for ongoing yearly continuing professional education of state court officials. The reward for such foundational education is personal, the academic degree itself, along with greater opportunities individually for remuneration and career advancement.

Complete, sign and mail to:

Institute of Continuing Judicial Education
University of Georgia
1150 South Milledge Avenue
Athens, GA 30602-5025

**SUPERIOR COURT CLERKS
MANDATORY CONTINUING JUDICIAL EDUCATION
TRAINING HOURS ATTENDANCE SHEET**

NAME: _____
COUNTY _____ PHONE: _____
DATE OF COURSE _____

PROGRAMS:

- _____ Institute of Court Management
- _____ National Association of Court Managers
- _____ National Center for State Courts
- _____ Georgia Records Association
- _____ Council of Court Administrators of Georgia

TOTAL NUMBER OF TRAINING HOURS CLAIMED..... _____

I certify that the above represents a true account of my attendance along with an agenda of the courses.

Signature: _____ Date: _____

APPROVAL OF THE TRAINING COUNCIL:

_____ Date: _____

After completion of your mandated 15 hours of training for calendar year 2016, you will be mailed a training certificate in December of 2016.

If you have any questions about your training hours, please contact Kathy Adams:
kathy@icje.law.uga.edu ~ Phone-706-369-5793