

**MARYLAND JUDICIARY
APPLICATION
COURT PROFESSIONAL CERTIFICATE PROGRAM**

Name: _____		Entry on Duty Date: (as a full-time, regular employee) _____
First	MI	Last
Job Title:		Work E-Mail:
Work Address:		Work Phone Number:
		Select One: State-Funded Position Locally-Funded Position (County/City)
Work Location: (Read all options, select one) Administrative Office of the Courts Appellate Court Circuit Court Court-Related Agency District Court: District # _____ District Court Headquarters Other: Specify _____		Attachments: (Include with this application) 1. Essay 2. Letter of Recommendation (by Administrative Head, e.g., Clerk of Court, Administrative Clerk, Administrative Commissioner, AOC Assistant Administrator, DCHQ Assistant Chief Clerk) Specific directives for each are described in the following pages.
Certifications: (<i>Initial</i> each line)		
1. _____ I received a “meets standards” or above on my last annual performance appraisal. 2. _____ I intend to work for the Judiciary for at least one year after completion of the program. 3. _____ I certify that the information provided in this application package is correct. 4. _____ I certify that I have been a regular full-time employee of the Judiciary for at least 1 year. 5. _____ I understand and agree to meet all expectations and requirements of the program.		
Signatures:		
Applicant*		Date
Administrative Head**		Date
* <i>By signing, I agree with the terms and conditions of the program.</i> ** <i>By signing, I agree to allow this applicant to attend courses necessary to complete this certification, if selected (approximately 6 days per year).</i> <i>Applicant and Administrative Head understand and agree that graduates may be called upon from time to time to participate in future programs as presenters, mentors, or in other roles that provide continuing developmental experiences for the graduates and support the program.</i>		
Original to: Nancy Kline Professional Development Judicial College Education & Conference Center 2011D Commerce Park Drive Annapolis, MD 21401		Applicants should make copies for each of the following: Applicant Supervisor Administrative Head

Court Professional Certificate Program

The Court Professional Certificate (CPC) program is a “basics” Judiciary study curriculum offered for qualified, regular Judiciary employees seeking expanded job knowledge. Lead workers, supervisors, and managers should apply to the Court Supervisor/Manager Certificate (CS/MC) program when it is offered. The CPC courses will be conducted over three years.

The Judiciary is committed to offering opportunities for professional development. This program is another developmental opportunity intended to foster better access to the justice system, improve the efficiency and effectiveness of court services, assure a positive work environment, and build public trust and confidence in Maryland courts.

Eligibility Criteria

In order to be considered for the CPC program, candidates must:

1. Have received at least a “meets standards” rating on their last job performance review.
2. Have served successfully for no less than one year as of the application deadline date, as a regular, full-time employee of the MD Judiciary.
3. Commit to stay with the court for at least one year after completion of the CPC program.
4. Fully complete the application form, adhering to all instructions.
5. Attach a formal letter of recommendation from the applicant’s highest Administrative Head (e.g., Clerk of Court, Administrative Clerk, Administrative Commissioner, AOC Assistant Administrator, and DCHQ Assistant Chief Clerk).
6. Submit a signed essay of no more than 300 words as to why they wish to be considered for the CPC program.
7. Maintain a rating of “meets standards” or higher on performance reviews throughout the program. Any participant who falls below this rating will not be allowed to continue with the program until the performance rating is brought up to “meets standards.”
8. Not be in a lead worker, supervisor, or manager position, with the exception of the following: Graduates of the Court Supervisor/Manager Certificate (CS/MC) program and/or the Institute for Court Management (ICM) program. Graduates from CS/MC and ICM may apply whether they are or are not lead workers, supervisors, or managers.

Expectations

Program participants are required to adhere to the following:

1. Attend all courses in their entirety.
2. Be punctual and professional.
3. Adhere to all directions provided by the presenters.
4. Actively participate in all courses.
5. Demonstrate individual learning by completing a journal entry for each class.

Program Dates for 2018

February 15 & 16

May 8 & 9

September 5 & 6

Courses are held at the Judicial College Education & Conference Center in Annapolis from 9:00 a.m. to 4:00 p.m.

Application Deadline

All applicant materials must be received by October 25, 2017. Mail originals only. Please do not fax or e-mail. The address is listed on the application form.

Applicant Review Panel

A six-member Applicant Review Panel will strive to select applicants representing different geographical regions, offices, and courts of the state based on the strength of their application package. The selection of candidates is not grievable.

Certificate Courses

The Maryland Judiciary - An Overview
The Nuts & Bolts of the Circuit & District Courts
Ethical Practice in the Court Workplace
Judiciary Personnel Policies & Rules
Handling the Caseload Thicket
Family Law Matters
Cashiering & Collecting Court Fines, Fees & Costs
Serving Court Customers
Fundamentals in Effective Court Communication
Computer Applications in the Courts
The Professional Advantage
An approved elective through Professional Development
A Review Session & Graduation

The following web page on mdcourts.gov contains more information about the CPC program.
<http://mdcourts.gov/professionaldev/cpc.html>

Please direct any questions to Nancy Kline of the Judiciary's Department of Professional Development at Nancy.Kline@mdcourts.gov or (410) 260-3604.