

MARYLAND JUDICIARY APPLICATION COURT SUPERVISOR/MANAGER CERTIFICATE PROGRAM

Before completing this form, please read the eligibility requirements and instructions below. Please type or print.

Name: _____		Entry on Duty Date: (as a full-time, regular employee) _____	
First	MI	Last	mm/dd/yy
Job Title:		Work E-Mail:	
Work Address:		Work Phone Number:	
Work Location: (Read all options, check one)		Attachments: (Include with this application)	
<input type="checkbox"/> Administrative Office of the Courts <input type="checkbox"/> Appellate Court <input type="checkbox"/> Circuit Court <input type="checkbox"/> Court-Related Agency <input type="checkbox"/> District Court: District # _____ <input type="checkbox"/> District Court Headquarters <input type="checkbox"/> Other: Specify _____		1. Letter of Recommendation 2. Essay Specific directives for each are described in the following pages.	
Certifications: (<i>Initial</i> each line)			
1. _____ I am a state-paid employee, and I received a “meets standards” or above on my last annual performance appraisal, or I am a county or city-paid employee, and I certify that my work performance “meets standards” or is above “meets standards.”			
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 2 years.			
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 certificate, if selected (approximately 8 days per year), and I certify that his or her work performance either meets or exceeds standards.</i>			
Original to: Nancy Kline Office of Professional Development Judiciary Education & Conference Center 2011D Commerce Park Drive Annapolis, MD 21401		Applicants should make copies for each of the following: <div style="text-align: right;"> Applicant Supervisor Administrative Head </div>	

Court Supervisor/Manager Certificate Program

The Court Supervisor/Manager Certificate (CS/MC) Program is an advanced Judiciary study curriculum offered for qualified, regular Judiciary employees seeking expanded job knowledge.

The Judiciary is committed to offering opportunities for professional development. This program is another development 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. The twelve CS/MC courses will be conducted over three years.

Eligibility Criteria

In order to be considered for the CS/MC program, applicants must:

1. Presently be a lead worker, supervisor, manager, Court Professional Certificate (CPC) graduate, or Institute for Court Management (ICM) graduate.
2. Have served successfully for no less than two years as of the application deadline date, as a regular, full-time employee of the MD Judiciary either as a state, county, or city-paid employee.
3. Agree to a commitment to stay with the court for at least one year after completion of the CS/MC program.
4. Fully complete the application form, adhering to all instructions.
5. Attach a formal letter of recommendation from the applicant's highest, direct Administrative Head (e.g. for state-paid Judiciary employees: Clerk of the Court, Administrative Clerk, Assistant Administrator of the AOC, Executive Director for DCHQ, or Administrative Commissioner; for county or city-paid Judiciary employees: Administrative Judge or Court Administrator).
6. Submit a signed essay of no more than 300 words as to why they wish to be considered for the CS/MC program.
7. Have received at least a "meets standards" rating on their last annual performance appraisal (for state-paid Judiciary employees) or certify that their work performance "meets standards" or is above "meets standards" (for county or city-paid Judiciary employees.)
8. Maintain work performance equivalent to "meets standards" or higher through out the duration of the program. Participants who fall below this rating will not be allowed to continue in the program until their work performance is brought up to "meets standards."

Expectations

Program participants are required to adhere to the following in order to graduate:

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 2016

January 13 & 14
April 26 & 27
August 31
October 19 & 20

Courses are held at the Judiciary 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 23, 2015. Mail originals only. Please do not fax or e-mail. The address is listed on the application form.

Applicant Selection Panel

A six-member Applicant Selection Panel will strive to select applicants representing different geographical sections, offices, and courts based on the strength of their application package. The selection of candidates is not grievable. Decision letters will be mailed to all applicants by November 13, 2015.

Certificate Courses

The Maryland Judiciary - An Overview
Becoming a New Supervisor & Basic Management Skills for New Supervisors
Leadership & Management Styles
Personnel Policy & Legal Issues Confronting Supervisors
Human Resources Management
Motivating a Productive Workforce
The Budget Process & The Judiciary
Effective Communication for Supervisors
Legal Research
Managing Respect in the Workplace
Stress Management in the Workplace
Tools & Strategies for an Effective Court Manager
A Review Session & Graduation

The following web page on mdcourts.gov contains more information about the CS/MC program as well as dates for a one-hour informational webinar. Applicants are encouraged to attend.
<http://mdcourts.gov/professionaldev/csmc.html>

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