

ICM Frequently Asked Questions

What is ICM?

ICM stands for the Institute for Court Management. It is the educational arm of the National Center for State Courts (NCSC).

What is the length of the Maryland Judiciary's ICM program?

The ICM program will take four years to complete, if all courses are taken with your cohort. Three courses are offered each year.

How many courses comprise the program?

There are twelve courses. Each one is three days in length.*

*Courses are currently planned as in-person learning events at the Maryland Judicial Center in Annapolis from 9:00 a.m. to 4:00 p.m. If the format changes to instructor-led distance learning, the hold day will be used, and each day will begin at 8:30 a.m. and end at 12:30 p.m.

What dates will courses be offered in 2022?

Class of 2022

Visioning and Strategic Planning

January 26, 27, 28

Operations Management

May 4, 5, 6

Executive Decision Making

September 21, 23, 23

Modern Court Governance

October 25, 26, 27

Class of 2024

Project Management

February 15, 16, 17

Accountability and Court Performance

May 11, 12, 13

Workforce Management

November 16, 17, 18

Are state and locally funded employees of the Judiciary eligible to apply?

Yes. All courses offered by Professional Development are open to state and locally funded Judiciary employees.

Who will be the instructors?

Each instructor will be a Maryland Judiciary employee who has been certified as an instructor by ICM.

May I apply if I am a supervisor?

Yes. Applicants must be a lead worker, supervisor, or manager.

Must I attend each course?

In order to graduate, all courses must be completed in their entirety.

What if I miss a day?

If you miss part of a day, a full day, or the entire three-day course, you must make up the entire course the next time it is offered.

Do I have to pass an assessment after each course?

Learners must complete an assignment during or after each course. (Not pass/fail)

What is the application deadline?

All applicant materials (application form, essay, résumé, and letter of recommendation) must be submitted through the ICM web page. Note: If an administrative official would prefer, they may send the letter of recommendation directly to Professional Development at professionaldevelopment@mdcourts.gov.

May I mail, fax, or e-mail my application?

No. Applications must be submitted through the ICM web page.

Where do I find the application form and instructions?

The application form and instructions are found on the ICM web page.

<https://mdcourts.gov/professionaldev/icm>

Do I have to type my essay?

It is preferred that you type and sign your essay.

What are some of the benefits of taking these courses?

There are many benefits, including:

- Meeting and learning from subject matter experts from across the Maryland Judiciary.
- Broadening your knowledge of our justice system, thereby helping you spot opportunities for improving the efficiency and effectiveness of court services.
- Networking with fellow classmates.
- Positioning yourself for greater opportunities for advancement.
- Taking advantage of opportunities for both professional and personal growth.

Will obtaining this certification help me get a promotion?

Many factors are considered when filling available positions. One of those factors may be your graduation from this program. Job postings may include graduation from this program as a preferred qualification.

When will I receive notification of a decision?

Following the six-member Applicant Selection Panel review, decisions will be e-mailed to all applicants by mid-November.

Who should I contact if I have more questions?

Contact the Judicial College, Professional Development at (410) 260-3660 or at

professionaldevelopment@mdcourts.gov