

MACDC Provisional Certification Curriculum

2020 – 2024 Certification Cycle

Montana Clerks of District Court (MACDC) have worked with the Montana State University Extension Local Government Center (LGC) to develop the following **provisional curriculum** in response to the COVID-19 pandemic and resulting education and experience event cancellations. *This provisional curriculum will be in place for the 2020-2024 certification cycle.* If further education and experience event cancellations occur, the MACDC Education Board and MSU LGC will collaborate to further adjust certification requirements.

Please note: All certification renewal requirements will remain as described in the revised MACDC Education Curriculum (2019).

Clerks must meet the following requirements to earn certification:

Attendance	See requirements below
Education	30 hours
Experience	5 points
Membership	3+ years

Attendance

Each clerk must meet the following minimum attendance requirements over a 4-year cycle to meet the Attendance requirements for certification.

Spring Convention	2 of 3
Clerk School (held in odd years)	1 of 2
District Meetings	2 of 4

Education

Courses in blue are considered core and must be included in the four-year cycle, gray elective courses can be replaced by another/new elective course that fits in the same phase. There will still be at least 40 hours of education per cycle.

MACDC Curriculum Summary - Courses and Hours Per Phase		
Phase	Course Title	Hours
Section I: Technical Skills and Knowledge	Clerk of Court Responsibilities - Nuts and Bolts Session	6
	Court Filings	2
	Court Technology	3
	Full Court Training	4
	Jury Management	1
	Managing Public Records	2
	Statutory Responsibilities of the Clerk of District Court	1
	Budgeting and Finance	2
	Total Hours Per Phase	19+
Section II: Essential General Knowledge	Legal Resources and Research	1
	Legislative Updates	4
	Montana Legislative Process and Outcomes	1
	Montana State and County Government	1
	The Role of the Association in Procedures Standardization	2
	Human Resource Management	2
	Personnel Management Responsibilities of the Supervisor	2
	Total Hours Per Phase	9+
Section III: Interpersonal and Professional Communication	Basic Principles of Effective Communication	2
	Ethics in the Courthouse	1
	Communication in the Courthouse	2
	Effective Verbal Communication	1
	Effective Written Communication	1
	Managing Conflict Constructively	1
	Total Hours Per Phase	3+
Total Curriculum Hours		40

Experience

Each clerk must earn a combined 10 experience points in the 4-year cycle to satisfy the Experience requirement for certification.

Certification Renewal: All clerks who seek to renew their certification status at the end of the 4-year cycle must earn at least 5 cumulative points during that time.

Attendance at:

Spring Convention	1 point per year
Clerk School (held in odd years)	1 point per year
District Meetings	1 point per year

Service through:

Present a session at Convention/School	1 point per year
Serve on an association committee/board	1 point per year
Chair an association committee/board	1 point per year
Host a District Meeting	1 point per year
Present at a District Meeting	1 point per year
Participate in the legislative process	1 point per year
Attend job-related conference	1 point per year
Mentorship/In-person training of new clerk	1 point per year
Serve as association president/host convention	1 point per year

Membership

Each clerk must be a member of the Montana Association of Clerks of District Court (MACDC) for at least three (3) years prior to application for certification to satisfy the Membership requirement.