

MACDC Proposed Education Curriculum – 2019

Montana Clerks of District Court have worked with the Montana State University Extension Local Government Center to develop the following educational curriculum. The curriculum is designed to ensure clerks of district court across the state receive timely, relevant, and impactful training and that each clerk who earns certification can demonstrate key skills required to effectively perform the duties of the clerk of district court position.

Clerks must meet the following requirements to earn certification:

Attendance	See requirements below
Education	40 hours
Experience	10 points
Membership	3+ years

Clerks must meet the following requirements every 4 years to earn certification renewal:

Attendance	See requirements below
Education	20 hours
Experience	5 points
Membership	Maintain membership

Attendance

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

Spring Convention	3 of 4
Clerk School (held in odd years)	1 of 2
District Meetings	6 of 8

Certification Renewal: Clerks seeking to earn certification renewal need to satisfy the following Attendance requirements:

Spring Convention	2 of 4
Clerk School (held in odd years)	1 of 2
District Meetings	4 of 8

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.

Certification Renewal: Certified clerks must maintain membership for all 4 years to satisfy the Membership requirement of certification renewal.