



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators and/or Directors
FROM: Kimberly Howard, Operations Administrator
RE: Accountability Court Coordinator Certification Program
DATE: July 29, 2020

Please allow this memo/email to serve as an update to the CACJ Accountability Court Coordinator Certification Program. The objectives of this program are to increase the knowledge of the primary administrative functions of accountability court coordinators, develop the skills necessary to carry out the administrative functions as an accountability court coordinator, develop and maintain the high standards for the functioning of the accountability courts, and increase the professionalism of accountability court coordinators.

The Council of Accountability Court Judges and the Carl Vinson Institute of Government are pleased to provide at no cost to state funded and/or certified accountability court program coordinators/directors, 8 courses for a total of 45 hours of instruction and that consist of the following:

Three asynchronous (online) delivery courses:

Course Name: Financial Concepts
Duration: 12 hours

Course Name: Grant Administration
Duration: 3 hours

Course Name: Procurement and Contract Management
Duration: 6 hours

Asynchronous learning happens on your schedule and online classes will be available on an ongoing basis. During the course, an instructor will provide materials for reading, lectures for viewing, and exams for evaluation so that you can access and satisfy these requirements within a flexible time frame. Participants will have 90 days to complete the course from the time of enrollment. There will be no cap on the number of students who can enroll in each online course. Registration for online courses will be coordinated by CVIOG staff through their online registration portal. The online courses will be hosted through eLC (eLearning Commons).

Five in-person classroom or interactive virtual instruction courses:

Course Name: Accountability and Advocacy

Duration: 1/2 day (3 hours)

Course Name: Succession Planning and Delegation

Duration: 1/2 day (3 hours)

Course Name: Communication

Duration: 1 day (6 hours)

Course Name: Conflict Management

Duration: 1 day (6 hours)

Course Name: Team and Group Dynamics

Instruction: 1 day (6 hours)

Registration for in-person (or virtual classroom) courses are coordinated by CVIOG staff through their online registration portal . Registration will open approximately two months prior to the scheduled course date. Please refer to the FY training calendar for the scheduled course dates. **These courses are limited to 30 attendees.** If the course is facilitated via Zoom (due to the COVID-19 pandemic), the instructor requires all participants to join the Zoom classroom using a desktop computer, laptop or tablet with a clear audio connection. Additionally, a video connection is preferred but not required.

The CACJ Rules, effective 7/1/2020, require that all new and existing coordinators/directors must complete 21 hours of online training and a minimum of 3 hours of in-person training during the first twelve months of employment. The failure to obtain certification timely may result in the de-obligation of grant funding pursuant to Article 8.

Please monitor the CACJ website and MailChimp listserv for program registration info and other updates. The program's course objectives are available on the CACJ Coordinator Certification Program webpage. If there are specific questions about the program, please contact Ms. Kimberly Howard at Kimberly.Howard@georgiacourts.gov.