

***CERTIFICATION, CONDITIONAL ACCREDITATION AND FULL ACCREDITATION REQUIREMENTS FOR MUNICIPAL COURT DIRECTORS, MUNICIPAL COURT ADMINISTRATORS AND DEPUTY MUNICIPAL COURT ADMINISTRATORS-FOR COMPLETE INFORMATION SEE 2B:12-11 R 1:34 R 1:41 MCACB REGULATIONS OR CONTACT THE CERTIFICATION BOARD***

**CERTIFICATION**

TO OBTAIN CERTIFICATION, ALL CANDIDATES MUST SUCCESSFULLY COMPLETE PHASES I-III OF THE CERTIFICATION PROCESS IN THE FOLLOWING ORDER:

*PHASE I-EDUCATIONAL REQUIREMENTS.* THE CERTIFICATION CANDIDATE MUST ATTEND AND SUCCESSFULLY COMPLETE THE PRINCIPLES OF MUNICIPAL COURT ADMINISTRATION (POMCA) CURRICULA LEVELS I-IV.

PRIOR TO THE ADMINISTRATION OF THE PHASE II CERTIFICATION EXAMINATION, THE CERTIFICATION CANDIDATE SHALL PAY THE EXAMINATION FEE.

*PHASE II-WRITTEN AND ORAL EXAMINATIONS:*

-WRITTEN EXAMINATION. UPON THE COMPLETION OF THE PHASE I CURRICULA, THE CERTIFICATION CANDIDATE MUST PASS A WRITTEN CERTIFICATION EXAMINATION WITH NO LESS THAT 80% OF THE QUESTIONS ANSWERED CORRECTLY.

-ORAL EXAMINATION. IF THE CERTIFICATION CANDIDATE SUCCESSFULLY COMPLETES THE WRITTEN EXAMINATION, THEN THE CERTIFICATION CANDIDATE MUST TAKE AN ORAL EXAMINATION BEFORE A THREE MEMBER PANEL OF EXAMINERS. THE CERTIFICATION CANDIDATE'S ORAL RESPONSE TO EACH QUESTION WILL BE GRADED ON A PASS/FAIL BASIS.

*PHASE III-COURT IMPROVEMENT PROJECT* AFTER SUCCESSFULLY COMPLETING PHASES I AND II, THE CERTIFICATION CANDIDATE IS TO DEVELOP AND SUBMIT A COURT IMPROVEMENT PROJECT THE SUBJECT OF WHICH HAS BEEN PRE-APPROVED BY THE BOARD. THE PROJECT SHALL BE IN WRITING, SETTING FORTH FINDINGS, CONCLUSIONS, RECOMMENDATIONS AND/OR IMPLEMENTATION PLANS FOR MUNICIPAL COURT IMPROVEMENT. THE BOARD MAY ALSO REFER ANY PROJECT REQUESTS AND FINAL PROJECTS TO A STANDING SUBCOMMITTEE OF THE BOARD ESTABLISHED BY THE CHAIR FOR THE PURPOSE OF PROJECT REVIEW AND RECOMMENDATION TO THE BOARD. CANDIDATES MUST SUBMIT TO THE BOARD THE COMPLETE PHASE III COURT IMPROVEMENT PROJECT WITHIN 18 MONTHS OF THE BOARD'S APPROVAL OF THE PROJECT REQUEST.

## MANDATORY CERTIFICATION OF MUNICIPAL COURT ADMINISTRATORS

PURSUANT TO N.J.S.A. 2B:12-11 ALL MUNICIPAL COURT ADMINISTRATORS HIRED ON OR AFTER MAY 25, 2011 MUST BE CERTIFIED.

N.J.S.A. 2B:12-11(d) SHOULD A MUNICIPALITY DECIDE TO HIRE SOMEONE WHO IS NOT CERTIFIED, THEY MAY DO SO, BUT ONLY ON AN INTERIM, ONE-YEAR BASIS. SUBJECT TO CONSULTATION WITH THE MUNICIPAL COURT JUDGE, THAT SAME INTERIM ADMINISTRATOR MAY BE REAPPOINTED BY THE MUNICIPALITY FOR TWO SUBSEQUENT ONE-YEAR TERMS. ADDITIONALLY, THAT SAME ADMINISTRATOR MAY BE REAPPOINTED FOR A FOURTH AND, IF NECESSARY, A FIFTH ADDITIONAL ONE-YEAR TERM, PROVIDED HE/SHE IS CURRENTLY ENROLLED IN THE CERTIFICATION PROGRAM AND NEEDS ADDITIONAL TIME TO COMPLETE THAT PROGRAM N.J.S.A. 2B:12-11(e).

### RECERTIFICATION

THE CERTIFICATION RENEWAL FEE MUST ACCOMPANY EACH APPLICATION FOR RECERTIFICATION.

EACH CERTIFIED MUNICIPAL COURT ADMINISTRATOR SHALL SUBMIT TO THE BOARD DOCUMENTATION OF 15 CONTACT HOURS OF CEC'S ON A YEARLY BASIS OR DOCUMENTATION OF 45 CONTACT HOURS OF CEC'S PRIOR TO THE EXPIRATION OF THE CONTINUING EDUCATION CYCLE. CEC HOURS ACCUMULATED IN EXCESS OF THE REQUIRED 45 HOURS MAY NOT BE CARRIED OVER TO THE NEXT CONTINUING EDUCATION CYCLE. IF THE BOARD APPROVES THE SUBMISSION, IT SHALL RENEW THE CERTIFIED MUNICIPAL COURT ADMINISTRATOR'S CERTIFICATION FOR AN ADDITIONAL THREE YEAR PERIOD FROM THE DATE OF THE EXPIRATION OF THE CERTIFICATION PERIOD. PENDING THE BOARD'S ACTION ON THE RECERTIFICATION APPLICATION, THE CERTIFIED STATUS OF EACH APPLICANT SHALL BE CONTINUED IN GOOD STANDING.

MANDATORY CONDITIONAL ACCREDITATION AND ACCREDITATION FOR  
NON-CERTIFIED MUNICIPAL COURT DIRECTORS, MUNICIPAL COURT  
ADMINISTRATORS AND DEPUTY MUNICIPAL COURT ADMINISTRATORS

**CONDITIONAL ACCREDITATION**

TO OBTAIN CONDITIONAL ACCREDITATION, A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR OR DEPUTY MUNICIPAL COURT ADMINISTRATOR MUST SUCCESSFULLY COMPLETE LEVELS I AND II OF THE PRINCIPLES OF MUNICIPAL COURT ADMINISTRATION (POMCA) CURRICULA.

CURRENT EMPLOYEES FOR A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR AND DEPUTY MUNICIPAL COURT ADMINISTRATOR EMPLOYED AS OF SEPTEMBER 13, 2011 THE REQUIREMENTS FOR CONDITIONAL ACCREDITATION MUST BE COMPLETED BY MARCH 13, 2012.

NEWLY APPOINTED EMPLOYEES FOR A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR AND DEPUTY MUNICIPAL COURT ADMINISTRATOR APPOINTED AFTER SEPTEMBER 13, 2011 THE REQUIREMENTS FOR CONDITIONAL ACCREDITATION MUST BE COMPLETED WITHIN SIX (6) MONTHS FROM THE DATE OF APPOINTMENT TO THAT POSITION.

**ACCREDITATION**

TO OBTAIN ACCREDITATION, A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR AND DEPUTY MUNICIPAL COURT ADMINISTRATOR MUST SUCCESSFULLY COMPLETE LEVELS I –IV OF THE PRINCIPLES OF MUNICIPAL COURT ADMINISTRATION (POMCA) CURRICULA.

CURRENT EMPLOYEES FOR A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR AND DEPUTY MUNICIPAL COURT ADMINISTRATOR CURRENTLY EMPLOYED AS OF SEPTEMBER 13, 2011, THE REQUIREMENT FOR FULL ACCREDITATION MUST BE COMPLETED BY SEPTEMBER 13, 2014.

NEWLY APPOINTED EMPLOYEES FOR A NON-CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR AND DEPUTY MUNICIPAL COURT ADMINISTRATOR APPOINTED AFTER SEPTEMBER 13, 2011, THE REQUIREMENTS FOR FULL ACCREDITATION MUST BE COMPLETED WITHIN THREE (3) YEARS FROM THE DATE OF APPOINTMENT TO THAT POSITION.

## **CONTINUING EDUCATION**

*CERTIFIED* MUNICIPAL COURT ADMINISTRATORS MUST COMPLETE AT LEAST FORTY FIVE (45) CONTACT HOURS OF BOARD APPROVED OR REQUIRED CONTINUING EDUCATION WITHIN THE THREE YEAR PERIOD FOLLOWING THE DATE OF INITIAL CERTIFICATION OR RECERTIFICATION. THIS THREE YEAR PERIOD IS THE CONTINUING EDUCATION CYCLE.

*NON-CERTIFIED* MUNICIPAL COURT ADMINISTRATORS HOLDING HIS OR HER POSITION UNDER N.J.S.A. 2B:12-11(f) AND WHO HAS SUCCESSFULLY COMPLETED THE PHASE I CURRICULA BEFORE MAY 25, 2006, MUST COMPLETE AT LEAST FORTY FIVE (45) CONTACT HOURS OF BOARD APPROVED OR REQUIRED CONTINUING EDUCATION WITHIN THREE YEARS OF MAY 25, 2006. THIS THREE YEAR PERIOD IS THE CONTINUING EDUCATION CYCLE.

*NON CERTIFIED* MUNICIPAL COURT ADMINISTRATORS HOLDING HIS OR HER POSITION UNDER N.J.S.A. 2B:12-11(f) AND WHO HAS COMPLETED THE TRAINING REQUIRED BY THE BOARD AFTER MAY 25, 2006, MUST COMPLETE AT LEAST FORTY FIVE (45) CONTACT HOURS OF BOARD APPROVED OR REQUIRED CONTINUING EDUCATION WITHIN THE THREE YEAR PERIOD FOLLOWING SUCCESSFUL COMPLETION OF THE PHASE I CURRICULA. THIS THREE YEAR PERIOD IS THE CONTINUING EDUCATION CYCLE.

*NON CERTIFIED* MUNICIPAL COURT ADMINISTRATORS, WHO HAVE COMPLETED THE PHASE I TRAINING, SHALL SUBMIT TO THE BOARD DOCUMENTATION OF 15 CONTACT HOURS OF CEC'S ON A YEARLY BASIS OR DOCUMENTATION OF 45 HOURS OF CONTACT HOURS OF CEC'S FOR THREE YEARS PRIOR TO THE EXPIRATION OF THE CONTINUING EDUCATION CYCLE. CEC HOURS ACCUMULATED IN EXCESS OF THE REQUIRED 45 HOURS MAY NOT BE CARRIED OVER TO THE NEXT CYCLE. IF THE BOARD APPROVES THE SUBMISSION, THE NON-CERTIFIED MUNICIPAL COURT ADMINISTRATOR WILL REMAIN IN GOOD STANDING FOR AN ADDITIONAL THREE YEAR PERIOD. PENDING THE BOARD'S REVIEW OF THE CONTINUING EDUCATION SUBMISSION, THE NON-CERTIFIED MUNICIPAL COURT ADMINISTRATOR'S STATUS SHALL BE CONTINUED IN GOOD STANDING.

### **FAILURE TO SUBMIT PROOF OF CONTACT HOURS OF CEC'S**

*CERTIFIED* MUNICIPAL COURT ADMINISTRATOR WHO FAILS TO SUBMIT THE PROOF OF SUFFICIENT CONTACT HOURS BY THE END OF A THREE YEAR CONTINUING EDUCATION CYCLE SHALL BE “NOT IN GOOD STANDING” AND SHALL REMAIN “NOT IN GOOD STANDING” UNTIL HE OR SHE SUBMITS PROOF THAT THE DELINQUENT CONTINUING EDUCATION REQUIREMENTS HAVE BEEN SATISFIED. SUCH CERTIFIED MUNICIPAL COURT ADMINISTRATOR IS REQUIRED TO SATISFY BOTH THE DELINQUENT RECERTIFICATION REQUIREMENTS AND THE RECERTIFICATION REQUIREMENTS OF THE NEW THREE YEAR CYCLE BEFORE THE END OF THE NEW CYCLE. IN THE EVENT THAT THE ADMINISTRATOR IS UNABLE TO MEET THE REQUIREMENTS OF BOTH CYCLES, THE BOARD MAY TAKE SUCH FURTHER ACTION WITH REGARD TO THE CERTIFICATION OF THAT ADMINISTRATOR AS IT DEEMS APPROPRIATE.

*NON CERTIFIED* MUNICIPAL COURT ADMINISTRATOR, WHO HAS COMPLETED THE PHASE I TRAINING AND FAILS TO SUBMIT PROOF OF SUFFICIENT CONTACT HOURS BY THE END OF THE CONTINUING EDUCATION CYCLE, SHALL “NOT BE IN GOOD STANDING” UNTIL HE OR SHE SUBMITS PROOF THAT THE DELINQUENT CONTINUING EDUCATION REQUIREMENTS HAVE BEEN SATISFIED. SUCH NON-CERTIFIED MUNICIPAL COURT ADMINISTRATOR IS REQUIRED TO SATISFY BOTH THE DELINQUENT CONTINUING EDUCATION REQUIREMENTS AND THE CONTINUING EDUCATION REQUIREMENTS OF THE NEW THREE YEAR CYCLE BEFORE THE END OF THE NEW CYCLE. IN THE EVENT THAT THE ADMINISTRATOR IS UNABLE TO MEET THE REQUIREMENTS OF BOTH CYCLES, THE BOARD MAY TAKE SUCH FURTHER ACTION WITH REGARD TO THE ADMINISTRATOR AS IT DEEMS APPROPRIATE AND AS IS CONSISTENT WITH N.J.S.A. 2B:12-11(f).

### **CONSEQUENCES OF FAILURE TO MEET TIME REQUIREMENTS FOR OBTAINING CERTIFICATION, CONDITIONAL ACCREDITATION OR ACCREDITATION**

A NON CERTIFIED MUNICIPAL COURT DIRECTOR, MUNICIPAL COURT ADMINISTRATOR OR DEPUTY MUNICIPAL COURT ADMINISTRATOR, WHO FAILS TO OBTAIN CERTIFICATION, CONDITIONAL ACCREDITATION OR ACCREDITATION WITHIN THE TIME FRAMES PROVIDED BY THIS RULE AND THE BOARD'S REGULATIONS, WILL BE INELIGIBLE TO REMAIN IN THAT TITLE. THE BOARD MAY GRANT AN EXTENSION OF TIME UPON A SHOWING OF GOOD CAUSE.

*PERFORMANCE OF QUASI-JUDICIAL DUTIES*

ONLY CERTIFIED, CONDITIONALLY ACCREDITED OR ACCREDITED MUNICIPAL COURT ADMINISTRATORS OR DEPUTY MUNICIPAL COURT ADMINISTRATORS MAY PERFORM QUASI-JUDICIAL DUTIES IN A COURT, IF SO AUTHORIZED BY THE MUNICIPAL COURT JUDGE

*PERFORMANCE OF MANAGERIAL DUTIES-GENERALLY*

ONLY CERTIFIED, CONDITIONALLY ACCREDITED OR ACCREDITED MUNICIPAL COURT DIRECTORS, MUNICIPAL COURT ADMINISTRATORS AND DEPUTY MUNICIPAL COURT ADMINISTRATORS MAY PERFORM MANAGERIAL DUTIES IN A COURT, EXCEPT AS PROVIDED IN R 1:41-3(h).

*PERFORMANCE OF MANAGERIAL DUTIES BY NEW APPOINTEES*

NEWLY APPOINTED MUNICIPAL COURT DIRECTORS, MUNICIPAL COURT ADMINISTRATORS AND DEPUTY MUNICIPAL COURT ADMINISTRATORS MAY PERFORM MANAGERIAL DUTIES IN A COURT WITHOUT BEING CERTIFIED, CONDITIONALLY ACCREDITED OR ACCREDITED, PROVIDED THAT THEY SATISFY THE CONDITIONAL ACCREDITATION OR ACCREDITATION EDUCATION REQUIREMENTS WITHIN THE TIMES FRAMES SET FORTH UNDER R 1:41-3(c) and (d).