

Attachment E
ICM Course Certification Requirements
(Effective January 2021)

1. It is ICM's policy that all participants take an active role in the course and demonstrate their engagement as well as their competency with the materials taught. This can be demonstrated through their participation in class discussions as well as class exercises.
2. In order for participants to receive ICM certification, they must adhere to ICM's strict attendance policy. That policy states:

Relative to all courses for which the Institute for Court Management is the certifying entity and in accordance with implemented policies and practices, course participants must be in attendance for the entire duration of the course each day in order to receive a certificate of completion. Absences in excess of 2 hours will make participants ineligible to receive certification. Participants with an excused absence of less than 2 hours will be allowed the opportunity to submit, for faculty approval, a 3-5 page essay outlining their application of the course competencies into their court environment. Papers will be sent first to course faculty, then to ICM for final approval and remain a permanent part of the student record.

The above policy is for all ICM courses, with the exception of Educational Development and Public Relations. For those two courses, the maximum allowable total absence is 1 hour and participant papers should be 2-3 pages in length.

3. The ICM Consortium or Licensee partner (hereafter referred to as Partner) on behalf of all course participants, shall apply for ICM certification **within 30 days following the delivery of the ICM program.**

The links for each upload portal are as follows:

Consortium Partner Portal:

<https://apps.ncsc.org/CMPUUpload>

Licensee Partner Portal:

<https://apps.ncsc.org/CMPLicenseeUpload>

As part of the application process, ICM Partners shall provide electronic documents of the following (templates for documents noted in a, b and c are provided on the upload portal):

- a. Signed statement from faculty confirming that all participants have met the ICM attendance and participation requirements (Achievement of ICM Course Requirements);
 - b. Sign-in sheets of participants for each day of program (Attachment I);
 - c. Compiled summaries of participant course evaluations (Attachment J);
 - d. Full contact information for all participants (name, title, court, address, phone, fax, e-mail) in Excel format (Attachment K).
4. After receipt of the documents, the upload portal will automatically calculate the payment required for the designated number of participants and an invoice will be sent via email. The ICM Partner shall remit one transaction payment per class.

Checks should be made payable to *the National Center for State Courts* and indicate the name of the course and the dates of the class in the memo section, cover letter or conveyance.

5. After completion of each course, participants receive a letter and certificate via email.
6. After completion of all the requirements for the Certified Court Manager or Certified Court Executive credential, program administrators should send a spreadsheet of complete contact information for all qualified individuals, plus the dates of completion for each course (use Attachment H). After an audit of the submitted information, ICM will mail a certificate to each participant.
7. To ensure that in the delivery of the courses faculty employ the Kolb learning styles model and experiential learning theory (ELT), class size is limited to 50 participants. ICM attempts to limit its programs to 40 participants.
8. No ICM certification is possible for attendance at conferences where only *portions* of the courses are delivered. Certification is available to participants attending an ICM course in its entirety with active participant engagement, exercises and application of concepts. If courses are offered by ICM Partner in conjunction with their annual or mid-year conferences, they may offer a course in a shorter timeframe, as long as all course content is presented and exercises completed.
9. Courses must be taught by ICM Certified Faculty in order for participants to receive ICM certification. The faculty teaching the course must complete the ICM-approved certification process to be certified as ICM Faculty (described in Attachment F). This includes the Adult Learning Theory webinar, and may include the Faculty Strategies for Virtual Engagement webinar (see Attachment L for more information).
10. ICM may, at its discretion, audit courses offered by the ICM Partner for quality control purposes.
11. The ICM Partner shall provide compiled unedited summaries of all participant evaluations for each course to support ICM's quality control audit.

Attachment F
ICM Professional Faculty Requirements
(Effective January 2021)

As ICM faculty for a Consortium or Licensee partner, ICM expects certain criteria to be met for selection:

1. You will be part of carrying out the mission and vision of ICM as conceived by Chief Justice Warren Burger and implemented by Ernest Friesen in 1970. *(See the ICM Catalog for more information.)*
2. You are responsible for introducing and training court supervisors and court managers in the core competencies that have been identified by the court community, i.e., the NACM Core.
3. You have the responsibility of managing yourself as faculty in accordance with the curriculum developed by ICM and the Consortium or Licensee, i.e., accreditation.
4. You have the responsibility of demonstrating ethical behavior and conformance with procedural processes developed by ICM and the Consortium or Licensee. They do not change materials outside of the curriculum development process (see Attachment B). Faculty should be accessible to participants throughout the course, including being engaged and ready to contribute/facilitate/scribe for co-faculty at any moment, as well as before and after course sessions.
5. In order to become certified, faculty candidates must complete the following steps:
 - a. Attend a free Adult Learning Theory webinar (sometimes called the “Kolb session”). This 2-hour session is usually held via webinar and offers information on adult learning theory, presentation skills, facilitation techniques and ICM resources for faculty.
 - i. For those teaching ICM courses online, the free Faculty Strategies for Virtual Engagement webinar is also required.
 - b. Register and pay for the course(s) in which you wish to become certified. Request both the Faculty and the Participant Guides for use during your observation so you can jot down questions you might have about how to present the material or note examples given by ICM National Faculty or participants that you might want to borrow in future presentations. Also, you will use the Faculty Guide to prepare for your Teaching Practicum (see below).
 - c. Complete a Teaching Practicum (sometimes called the “teachback”). Teaching Practica are usually held right after the conclusion of a National Program or Virtual National Program.
6. ICM faculty should be subject matter experts (SMEs) for the courses that they teach. For example:
 - a. To teach Finance, a well-qualified candidate might hold a degree in finance, have experience in financial management of state and/or local government, and/or

have experience in creating and managing court financial operations of budgeting and performance.

- b. States are organized differently. A few are substantially state financed, a few are substantially locally financed and most are somewhere in between – therefore, a finance SME having had experience in government and court finance in states representing these various models brings a wealth of experiential knowledge to course participants.
7. ICM faculty should be skilled presenters with proven experience teaching and facilitating exercises. In addition, our most successful ICM faculty use a variety of teaching techniques to maintain participant engagement.
8. Though it is not required, achievement of the Certified Court Manager, Certified Court Executive and/or ICM Fellows certification provides an excellent foundation for faculty to be familiar with what makes ICM courses successful, as well as being conversant with the major subject areas included in the ICM curriculum. Completion of partial or complete coursework also provides valuable insight into how the course being taught fits in to the overall curriculum.
9. ICM faculty are asked to draw conclusions from teaching the course and formulate a rational justification for improvement of the course. This feedback can be provided via email or phone call either to the Consortium or Licensee administrator/judicial educator or directly to the ICM Curriculum Developer with a copy to the Director of National Programs (see www.ncsc.org/icm for contact information).