

Municipal Court Administrator Certification Board Policies Regarding Break in Service & Inactive Status

Break in Service

To whom does this apply to? This break in service policy applies to **all** individuals who hold the title of municipal court directors, municipal court administrators, and deputy municipal court administrators

When does this policy apply? This policy applies when a municipal court director, administrator or deputy court administrator leaves employment with the New Jersey municipal court system. It provides for what training is required upon a return to employment with the municipal court system.

Time period of break in employment from the NJ Municipal Court system	Training required	Limitations until fully retrained
Less than 2 years	Consult with your vicinage	Do not engage in quasi-judicial or managerial duties until have completed all training required by judge, vicinage, municipality
Two (2) or more years	Successfully re-take Levels I-IV of POMCA & complete any additional training required by your judge or vicinage	Do not engage in quasi-judicial or managerial duties until have completed POMCA I-IV & have completed any training required by judge, vicinage, municipality

* Note: before engaging in quasi-judicial duties, a municipal court administrator or deputy court administrator must always be first authorized by the municipal court judge. See, N.J.S.A. 2B:12-21.

Inactive Status

To whom does this apply to? This inactive status policy applies to all certified municipal court administrators (CMCAs)

When does this policy apply? This policy applies when a CMCA decides to go inactive and then obtains permission from the Certification Board – most often when he/she leaves the court system for a period of time or retires.

What are the consequences of going inactive?

- Continuing Education Credits (CECs)

A person on inactive status does not need to complete the CECs that CMCAs ordinarily have to complete (45 hours in a 3 year period, starting from date of certification).

- Fees

A person on inactive status does not need to pay the fees ordinarily required to be submitted every three (3) years.

- No use of CMCA title

A person on inactive status cannot use the CMCA title - (unless retired – then can use CMCA title)

How does a person obtain inactive status? By emailing or writing to the Certification Board asking for inactive status and getting approval.

**** Note: unless a CMCA obtains inactive status, the requirements for CECs and fees continue.****

Recertification Of Certified Municipal Court Administrators

In those instances where the CMCA due for recertification fails to satisfactorily meet continuing education guidelines, the following steps will be taken:

- A letter will be directed to the CMCA stating that the status of a CMCA “in good standing” will change to a CMCA “not in good standing” unless the CMCA produces within 30 days documentation satisfying the required balance of CEC’s.
- If the CMCA fails to satisfy the CEC requirements during this grace period, the CMCA will default to “not in good standing” and remains in that state until CEC requirements in the cycle in question are satisfied. Notwithstanding the outstanding CEC balance, the CMCA “not in good standing” status will accrue and still be responsible for CEC requirements of the CMCA’s next recertification period.
- At the end of year four, those CMCA’s who continue in “not in good standing” status will receive a warning letter from the Certification Board with copies to the Presiding Judge of the Municipal Courts and Municipal Division Manager in the CMCA’s vicinage.
- At the end of year five, the MCACB reserves the right to take appropriate action against the CMCA “not in good Standing”. Prior to year six, the CMCA “not in good standing will be subject to revocation procedures if he or she fails to satisfy all outstanding requirements for recertification.
- The CMCA status with the Certification Board is deemed public information.