

Certification of Career Development Program  
(Effective May 1, 2002)

\_\_\_\_\_  
Commonwealth's Attorney

\_\_\_\_\_  
Locality

The Career Development Plan for ATTI and JATTI assistants currently in effect for this office incorporates the following criteria:

- Certification of participation in an employee evaluation plan meeting the minimum criteria established by the Compensation Board;
- Competitive selection process in which the Commonwealth's Attorney makes the final decision regarding selection;
- Minimum length of service requirement of three years as an Assistant Commonwealth's Attorney in Virginia;
- Job performance including two evaluations which meet above average ratings, and no Virginia State Bar disciplinary action in the past three years;
- Additional education requirements of forty hours above the minimum Virginia State Bar MCLE credits in the last three years preceding selection, and educational requirements above minimum Virginia State Bar MCLE requirements have been established to maintain career prosecutor status;
- A procedure for the removal of assistants from the CDP for inadequate job performance, disciplinary action, a Virginia State Bar disciplinary action, or failure to maintain minimum additional educational requirements;
- Equal opportunity for all assistants;
- Statement of Purpose;
- Scope of the Plan;
- Understanding of employment status as an assistant Commonwealth's Attorney;
- Additional Compensation.

This is to certify that the career development plan in this office meets the minimum criteria for such plans as established by the Compensation Board. I understand that funding to provide a salary increase associated with the selection as career prosecutor is contingent upon the approval of additional funding by the General Assembly.

The following ATTI and JATTI assistant(s) in this office is/are expected to meet all criteria for selection as Career Prosecutor on the date(s) shown and funding is requested:

<u>Name of Incumbent</u>	<u>Position #</u> <u>or leave blank (for locality position)</u>	<u>Date of Selection</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Commonwealth's Attorney

\_\_\_\_\_  
Date