



ARIZONA COURT SUPERVISOR (ACS) PROGRAM APPLICATION



Name: _____ Phone: _____

Court/Organization: _____

Job Title: _____

Address/City/Zip: _____

E-mail: _____

Supervisor: _____ Phone: _____

Total length of service in any court/probation department: **Length of service in Arizona courts/probation:**

Year began _____

Year began _____

As a part of my expected leadership responsibilities, I (check all that apply):

Supervise staff (number of direct reports: _____)

Serve as project lead: _____

Other: _____

This application is for the Arizona Court Supervisor (ACS) certificate which includes completion of the following courses:

• **Webinars:**

- Transition to Role of Supervisor (1.5 hours)
- Supervisory Ethics (1.5 hours)

• **19 Computer-based, self-paced courses: (18 – 25 hours)**

Supervisor Essential Skills:

- Business Coaching (4 classes)
- Problem Solving & Decision Making
- Conflict Resolution (2 classes)
- Effective Communication & Meetings
- Teambuilding
- Employee Motivation
- Employee Relations/Communication
- Setting Priorities
- Change Management (2 classes)

Core Functions:

- Purposes & Responsibilities of Courts
- Visioning and Strategic Planning
- Legal Information vs Legal Advice
- Developing a Strategic Plan
- Security & Emergency Preparedness

• **Face-to-Face Classroom Instruction:**

- Human Resources Management (One day)
- Supervisor's Role in Caseflow Management (One day)

OR

Probation Endorsement:

- Human Resources Management (One-day)
- Probation Essential Components – (1½ day)

• **AZ Plus Supervisor Capstone (1½ days) / Graduation Ceremony:**

- Leadership, Roles of Courts, Public Education and Media, Records Management, Workflow Processes & Environment, Accountability and Policy & Organization

Ethical Standards:

As participants in the ACS program, you are reminded that the same rules, conduct and ethical behavior expectations that apply in your regular court/work assignment also apply while a participant in this Leadership Institute program.

Computer Access Requirements:

Participation in the ACS program requires an Internet-connected workstation equipped with computer speaker/mic capability and a headset with mic. To participate in WebEx courses, please work with your IT department to ensure Active X and Java are installed on your computer prior to starting coursework.

Upon acceptance into the ACS program, the AOC will issue each participant user login credentials to access Skillsoft online courses. There is no cost to the user or their court for accessing online classes. However, we ask users not to share their user login credentials with others, to comply with the licensing terms of the online course vendor.

Applications will not be processed without signatures.

I am committed to successfully completing:

- A minimum of **one** ACS Skillsoft online self-paced course every 12 months; and
- **All** ACS required coursework within **three** years of the program start date.

Participant Name (print)

Participant Signature of Agreement

Date

I support the full participation of this employee in the ACS Program.

- I will ensure the employee is available to attend all in-person courses for which he/she is registered; and
- I will coordinate with my employee to allow time to complete all online coursework, within the required program timeframes (as stated above).

Supervisor/Manager Name (print)

Supervisor/Manager Signature of
Approval

Date

NOTE: Online courses, by their nature, can be accessed outside of the workplace and outside of normal work hours, creating potential wage and compensation issues with non-exempt employees. Supervisors should consider consulting human resources professionals in their court for more information.)

**Save or print this completed form with all necessary signatures
and return it to the address below.**

Return both pages of this application to address above.

Receipt of this application will be acknowledged by email at the address provided.

Applications without all signatures will be returned.

Mail to:

**Arizona Supreme Court
Administrative Office of the Courts
Attn: JEC - Leadership Institute
1501 West Washington
Phoenix, AZ 85007-3232**

or Email to:

vmurillo@courts.az.gov

or Fax to:

602-307-1247

Questions?

Contact:

edreg@courts.az.gov

or call: (602) 452-3005