

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
ARIZONA CODE OF JUDICIAL)	Administrative Order
ADMINISTRATION § 1-302:)	No. 2014 - <u>75</u>
EDUCATION AND TRAINING)	(Affecting Administrative
)	Order No. 2012-60)
)	

An amendment to the above-captioned section of the Arizona Code of Judicial Administration having come before the Arizona Judicial Council on June 23, 2014, and having been approved and recommended for adoption,

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that Arizona Code of Judicial Administration § 1-302 is amended as indicated on the attached document. All other provisions of § 1-302, as originally adopted, remain unchanged and in effect.

IT IS FURTHER ORDERED that the effective date of this amendment shall be January 1, 2015.

Dated this 9th day of July, 2014.

SCOTT BALES
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 3: Judicial Officers and Employees
Section 1-302: Education and Training

A. Definitions. In this section, the following definitions apply:

“Accredited Sponsor” means an individual or organization that has been granted status to accredit their programs by the Committee on Judicial Education and Training (COJET).

“Continuing education” means training or education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability to perform job functions.

“County training coordinator” means the local training coordinator designated in each county.

“Credit hour” means an increment of continuing education determined by COJET to constitute one credit toward COJET requirements. In most instances, 60 minutes of education equals one credit hour.

“Education Services” means the division of the Administrative Office of the Courts (AOC) responsible for planning and implementing education for the judiciary.

~~“eLearning” means all forms of electronically supported learning and teaching.~~

“Ethics training” means a training session related to appropriate personnel behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities.

“Facilitator” means a specifically trained individual who leads local or small group activities that take place as part of a larger program.

“Faculty” means an individual who plans, prepares, and presents an education program. This definition includes individuals who serve as moderator or coordinator of a panel, and individuals who perform pre-planning for one-to-one training activities with measurable educational outcomes.

“Hearing officer, paid,” means an individual paid by the court to serve as a civil traffic or small claims hearing officer.

“Hearing officer, volunteer” means an individual who serves voluntarily as civil traffic or small claims hearing officer.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Judge” means any person who is authorized to perform judicial functions within the Arizona judiciary, including a justice or judge of a court of record, a justice of the peace, magistrate, water master, court commissioner, referee or pro tempore judge.

“Live training” means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction.

“Local training coordinator” means the person designated in each court or department to coordinate judicial education.

“Non-facilitated learning” means an individual study program conducted without the aid of an instructor, facilitator, or active co-participants.

“On-call” means employees who are available when summoned for service, do not have an established work schedule and whose schedule is on an as-needed basis.

“Orientation” means knowledge, skills and ethics necessary to begin the job.

“Probation personnel” means probation officers, surveillance officers, detention officers, youth supervisors, support staff, and any other staff assigned to probation departments and juvenile courts.

“Program Sponsor” means an individual, group or organization conducting continuing education for COJET credit hours.

B. Applicability. This section establishes education standards for all judges, probation and court personnel in Arizona.

C. Purpose. The education and training of judicial officers and court employees are necessary to maintain~~ing~~ judicial independence and carry~~ing~~ out the judicial branch’s obligation to administer justice impartially and competently. The following standards shall ensure that judges and judicial branch employees continually receive education and training necessary to achieve the highest standard of competence, ethical conduct, integrity, professionalism, and accountability.

D. [no changes]

E. Program Accreditation.

1. A program must meet the following requirements to be accredited:
 - a. The program is job-related or relates to the justice system;
 - b. The program constitutes an organized program of learning with significant intellectual or practical content;

- c. The program is meant to improve job-related professional competencies and skills;
 - d. The program is at least 30 minutes in length or ~~combines non-facilitated learning modules equaling~~ consists of related segments totaling at least 30 minutes of instruction;
 - e. Participants in live training programs are given the opportunity to evaluate program effectiveness;
 - f. Participants receive ~~written~~ materials such as handouts, manuals, study guides, flowcharts, or substantial written outlines, except when writing an article or reading and evaluating a book;
 - g. Breaks, non-substantive speeches, and business meetings shall not be accredited; and
 - h. The program sponsor shall keep attendance records for five years and shall forward attendance records, relevant program materials and program evaluations to the party accrediting the program upon request.
2. Accreditation shall be granted in three ways:
- a. Local programs. Training coordinators shall accredit a program offered locally for employees in their court or division when:
 - (1) Program sponsors ~~shall~~ submit a proposal with an agenda, duration and other supporting materials if requested by the local training coordinator;
 - (2) Upon conclusion of a program, the program sponsor ~~shall~~ provides the training coordinator with an agenda, attendee list and compiled participant feedback from evaluations. Handouts and other written materials may also be requested by the local training coordinator; and
 - (3) The local training coordinator ~~shall evaluate the program for~~ determines the program has substantive value ~~and may accredit the program for a specific number of credit hours.~~
 - b. Individual employee programs. Training coordinators shall accredit a program attended by an individual ~~who meets the following criteria~~ when:
 - (1) Prior to the program, and at the discretion of the training coordinator, the individual ~~may submit to the local training coordinator~~ an agenda, duration and other supporting materials;
 - (2) Upon conclusion of a program, the employee ~~shall~~ provides an agenda, outline and other supporting material. Handouts, evaluations or other written materials may also be requested by the local training coordinator; and
 - (3) The training coordinator ~~shall evaluate the program for~~ determines the program has substantive value ~~and may accredit the program for a specific number of credit hours.~~

- c. Regional or statewide programs. COJET, Education Services or accredited sponsors shall accredit a program offered to participants statewide or from a broad geographical or jurisdictional area. County training coordinators or their designee may accredit programs that are countywide or that involve participants from one or more counties. This procedure eliminates the need for each local training coordinator to accredit the same program for individual participants.
3. Programs not sponsored by a court. Individuals attending education programs not sponsored by a court may be granted credit hours, with approval from a supervisor and training coordinator, if the program is applicable to their position or fosters court-related career growth.
 4. Dual accreditation. Courses of at least two hours in duration may be accredited for two required areas, including ethics and core curricula.
 5. Non-facilitated learning. ~~An individual study program conducted without the aid of an instructor, facilitator, or active co-participants may be accredited with prior approval by a supervisor and training coordinator. An individual may receive up to eight credit hours in a calendar year for non-facilitated learning programs including~~ With prior approval of a supervisor and prior accreditation by a training coordinator, an individual may engage in non-facilitated learning consisting of one or more of the following:
 - a. Writing articles or other materials beyond the normal scope of the job position;
 - b. Watching video and listening to audio programs; and
 - c. Reading and evaluating a book, not to exceeding one-half credit hour for every 30 pages;.
 - d. ~~eLearning programs; and~~
 - e. ~~Court-related visits, tours, observations of court proceedings and ride-along programs.~~
 6. through 9. [no changes]

F. and G. [no changes]

H. General Requirements for Compliance.

1. All full-time judges and court personnel governed by these standards shall complete at least sixteen credit hours of judicial education each year, including ethics training and at least six hours of live training.
2. through 6. [no changes]

I. through N. [no changes]