



**ARIZONA COURT EXECUTIVE (ACE)
PROGRAM APPLICATION**



Name:		Phone:	
Court/Organization:			
Job Title:			
Address, City, Zip:			
E-mail:			
Supervisor:		Phone:	
Total length of service in any court/probation department: _____ (years/months)		Length of service in Arizona courts/probation: _____ (years/months)	

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

- Supervise staff (indicate number of direct reports): _____
- Manage supervisors (indicate number of supervisor direct reports): _____
- Manage projects or programs (please describe): _____
- Conduct planning for _____

I have completed the following training that prepares me for these classes: (check all that apply):

- AOC-sponsored ICM Certified Court Manager Year completed: _____ or Expected completion date: _____
- Non-AOC-sponsored ICM Certified Court Manager, certificate copy attached.
- ICM Fellow Year completed: _____
- Degrees earned, list: _____
- Other management training programs, list: _____

Criteria for Admission:

- Arizona judicial branch employee, and;
 - Recommended for the program by current supervisor and approved by division head or presiding judge/chief judge, and;
 - Completed the National Center for State Courts (NCSC) Institute for Court Management (ICM) Court Manager Program or Certified Court Manager program, or has a degree in management, court administration or equivalent.
- OR
- Is currently employed as: Full-time Judicial Officer, Superior Court Administrator, Clerk of the Court, Chief Probation Officer, or Juvenile Court Center Director/Chief Probation Officer

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

Institute for Court Management (ICM) Certified Court Executive Seminars:

- Leadership (2.5 days)
- Essential Components (2.5 days)
- Education and Training (2.5 days)
- Visioning and Strategic Planning (2.5 days)
- Court Communications (2.5 days)
- Concluding Seminar (2.5 days)

AZ Plus – Executive:

- Interdependence and Interdependencies
- Facilities, Security and Emergency Management
- Security and COOP
- Jury Management

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

To remain an active participant in the ACE program, I am committed to successfully completing **at least one ACE required course per year and completing the entire program within seven years.**

Participant Name (print)

Participant Signature of Commitment

Date

I **recommend** this employee for the ACE Program and will coordinate with my employee to ensure that he/she is available to attend all courses in which he/she is registered.

Supervisor Name (print)

Supervisor Signature of Approval

Date

Title

Phone

I **approve funding** and the employee's participation in the ACE Program.
(Division Head or Presiding Judge/Chief Judge)

Name (print)

Signature

Date

Title

Phone

Return both pages of this application to:

Completed applications may be submitted online or by mail. To submit online, you may scan the completed form and email it or you can click on the "Submit Application to Leadership Institute" button above once all electronic signatures have been collected.

Questions?

Contact:

edreg@courts.az.gov
or call: (602) 452-3014

edreg@courts.az.gov
or mail to:
Arizona Supreme Court
Administrative Office of the Courts, ESD
Attn: Leadership Institute
1501 West Washington
Phoenix, AZ 85007-3232

Applications without all signatures will be returned.

Receipt of this application will be acknowledged by email to the applicant.