



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
- Problem Solving & Decision Making
- Conflict Resolution
- Effective Communication & Meetings
- Teambuilding
- Employee Motivation
- Employee Relations/Communication
- Setting Priorities
- Change Management

Core Functions:

- Purposes & Responsibilities of Courts
- Visioning & Strategic Planning
- Legal Information vs Legal Advice
- Records Management
- 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 – (1 ½ day)

• **AZ Plus Supervisor Capstone (1 ½ days) / Graduation Ceremony:**

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

Computer Access Requirements:

Participation in the ACS program requires an Internet-connected workstation equipped with a headset or speakers and a microphone.

Upon acceptance into the ACS program, the AOC will issue each participant user login credentials to access online courses for one year. 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.

I am committed to completing the full ACS Program, by successfully completing all required courses.		
_____	_____	_____
Participant Name (print)	Participant Signature of Commitment	Date
I support my employee's full participation in the ACS 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

Applications will not be processed without signatures.

Applications may be submitted online or by mail. To submit online, you may scan the completed form and email to edreg@courts.az.gov or you can click on the "Submit Application to Leadership Institute" button on the form once all electronic signatures have been collected.

To sign the form electronically, click the signature box and if you do not already have an e-signature set up, Adobe will guide you through the process. When setting up your signature for the first time, please do not select the "windows certificate" option.

If mailing: Tape edges after folding address on outside and apply correct postage.

If you prefer, you may 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 below.

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

Mail to:

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

or Email to:

edreg@courts.az.gov

or Fax to:

602-452-3004; ATTN: Leadership Institute

Questions?

Contact:

edreg@courts.az.gov

or call: (602) 452-3014