

2015 Annual COJET Compliance Reporting Process

Prepare Yourself for COJET Compliance Reporting

TIPS TO PREPARE YOU FOR COJET REPORTING:

The following are guidelines to assist you in preparing for COJET reporting. Please contact the Education Services Division for questions. Begin now, organizing your training materials and assessing your court's/department's compliance status:

1. **EMPLOYEE TRAINING RECORDS DUE:** Remind your staff that all COJET accredited training certificates/COJET hours, accreditation requests including supporting materials, and exemption requests must be received by the training coordinator no later than **Thursday, December 31**. (Maricopa County deadline is **Tuesday, December 15**.)
2. **COJET REQUIREMENTS FOR ALL JUDICIAL EMPLOYEES IN CY 2015:**
 - o Minimum 16 hours continuing education, including ethics, computer/network security training and 6 hours of live training.
 - o Employees hired during the year, and court personnel with a regular part-time schedule shall complete COJET requirements according to a prorated schedule. (see ACJA section 1-302, H.2.)
3. **TEMPORARY & ON-CALL EMPLOYEES:** All full and part-time personnel who have worked through December 31, 2015 shall report COJET compliance. Temporary and on-call personnel, other than judges and law clerks, are automatically exempt from reporting compliance unless ordered to participate in training by their respective chief judge or presiding judge.
4. **REVIEW COJET TRAINING RECORDS:** Identify employees who are still "out of compliance" and notify employee and their supervisor.
5. **ASSESS THE NEED FOR ADDITIONAL TRAINING:** Consider local or in-house training or non-facilitated training options.
 - a. COJET Classroom link to online training (computer network security, ethics and more) <http://www.azcourts.gov/educationservices/COJET-Classroom>
 - b. Wendell Resource site: for judicial officer training <http://ajinweb/wendell/>,
 - c. Probation Training: <http://www.azcourts.gov/educationservices/Probation-Training/Probation-Training-Calendar>
6. **COMPILE ACCREDITATION MATERIALS:** including sign-in sheets, agenda, evaluations, other materials and keep for up to 5 years.

7. **EXEMPTION REQUESTS:** After identifying employees eligible for an “exemption from compliance”, request approval in writing from the Chief Justice, chief judge, county superior court presiding judge, or their authorized designee (letter of authorization), by **December 15**. To qualify, an employee shall demonstrate a “good faith effort” to attend training prior to their request, per [ACJA §1-302 \(F\)](#).

Letter requests should include the following information:

- Employee name
- Court/department
- Position
- Reason for request
- Requirement(s) not met
- Duration of leave (if applicable)
- COJET hours completed
- Documentation, as needed
- Approval/Disapproval line for PJ

8. **DEFENSIVE TACTICS TEMPORARY MEDICAL WAIVERS:** Individuals with defensive tactics temporary medical waivers to waive them from attendance at DT training in CY 2015 must also request an “exemption from compliance” from their County Superior Court Presiding Judge, **by December 15**.

In order to be eligible, these individuals must also show they have completed all other required training in CY 2015. **Temporary medical waivers** must be on file with the probation department. A letter of exemption must be requested each year and approved by the county Superior Court Presiding Judge or an authorized designee, for an ongoing medical condition which prevents participation. (Please do **not** forward temporary medical waivers to the Education Services Division.)

9. **NEW PRO TEM JUDGES: Designated County Training Coordinators:**
- a. Do you have New Pro tem judges serving in your county?
 - b. Identify and contact your county’s new limited jurisdiction pro tem judge(s) to ensure mandatory orientation training has been completed, prior to serving on the Bench.
 - i. All new limited jurisdiction part-time/on-call pro tems are required to submit an [Affidavit of Compliance](#) to their respective county superior court presiding judge, via the designated county training coordinator, following completion of all mandatory orientation online training.
 - c. The designated **County Training Coordinator** must report compliance of new pro tem judges throughout the county, on the annual COJET reporting form.
 - d. Keep a copy of the affidavit, before submitting it and supporting certificates to the county presiding judge, **by December 31**.
 - e. Pro tems **should keep copies** of all orientation material, for verification.
 - f. Limited Jurisdiction training coordinators will assist in this effort to track new pro tems and report or forward pro tem training forms to the county coordinator.
 - g. In addition, report compliance of new superior court pro tems, if applicable.
10. If you plan to hand over training responsibilities to a new Training Coordinator, please secure all training records (employee COJET records, accreditation and reporting records) and organize training materials for your replacement.

HOW TO ACCESS THE COJET REPORTING FORM:

The Education Services Division (ESD) will email each training coordinator a link to the **2015 COJET compliance reporting form(s)** on **Friday, December 4, 2015**. You will report your court/department employees as compliant, non-compliant or exempt.

COJET REPORT – INFORMATION REQUESTED:

1. **Court(s) and /or departments(s)** you are reporting on this form.
2. **Number of employees per job category compliant**
3. **Number of employees per job category non-compliant**
 - Additional info requested: Employee name, court/department, position, reason for non-compliance, and COJET hours completed (including ethics).
4. **Number of employees per job category “exempt from compliance”**
 - Addition info requested: Employee name, court/department, position, reason exemption granted, duration of leave, COJET hours completed (including ethics).
5. **New Part-time/On-call Pro Tems:** Number appointed and their compliance in CY 2015, *(County Coordinator reports only)*
6. **New Superior Court Part-time/On-call Pro Tems:** Number appointed and their compliance in CY 2015.
7. **Defensive Tactics Training (additional attendance statistics):**
 - Number awaiting, who attended, who did not attend, not required to attend.
8. **Approval Signature** by local authority

REPORT DUE DATES:

INDIVIDUAL COJET REPORTS: Local Training Coordinators shall complete and submit the 2015 COJET Compliance Report to the ESD **no later than Friday, January 29, 2016**. Avoid last minute complications and delays, submit your report early!

Retain a copy of your COJET report and all supporting documents for 5 years.

The ESD will compile individual compliance reports into 15 county-wide reports and e-mail a compiled county report to each **designated County Training Coordinator** by **Friday, February 5, 2016**.

COUNTY REPORTS DUE: Designated County Training Coordinators review the county-wide compliance report for accuracy, notify the ESD of necessary changes, sign and obtain approval signature from their county Superior Court presiding judge or chief appellate judge. **All county-wide reports must be received by ESD, no later than Friday, February 12, 2016.**

Per **Administrative Code 1-302, section G4**, the Education Services Division shall submit a statewide report to the Chief Justice by **Friday, February 26, 2016**.