

FAQs COJET Requirements | 2015

As of January 1, 2015, COJET general requirements, per [ACJA §1-302](#) are reinstated, with the continuation of the minimum 16 hour judicial education training requirement including ethics and the addition of computer/network security and 6 hours of live training, for all full-time judges and all court personnel. The **Core Curriculum** requirement for non-judicial officer employees has been **suspended** in 2015. ([Administrative Order 2014-124](#))

“Live training” means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction. Live Web-Ex trainings, live webinars, and live broadcasts that allow for interaction with participants, court-related visits, tours, observations of court proceedings, and ride-along programs are now considered to be live training.

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

“Computer security/network security training” means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

THE FOLLOWING ARE FREQUENTLY ASKED QUESTIONS

- 1) **What are the main duties of a training coordinator?** Each court or department shall appoint or designate one individual to serve as a local training coordinator (TC) for continuing judicial education. A TC shall accredit local programs, track and maintain compliance records, report compliance, provide training opportunities/orientation, and coordinate local training.
- 2) **Ethics: Is Ethics training required?** Yes, a minimum of .5 hours of ethics related training is required for all full and part-time judicial employees each calendar year. What types of classes are accredited for ethics? Training sessions 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.
- 3) **Computer/Network Security: Is Computer/Network Security training required?** Yes, a minimum of .5 hours of computer/network security related training is required for all full and part-time judicial employees each calendar year. It should be included in Orientation for new hires.
- 4) **New Hire Prorated Hours: What are the prorated requirements for both new non-judicial officer and judicial officer employees?**

Hiring Period	Non-Judicial Officer Employees: (includes Ethics, Orientation, Computer/Network Security)	Judicial Officers: (includes Ethics, Orientation, Computer/Network Security)
January – March	12 Hours	12 Hours
April – June	8 Hours	8 Hours
July – September	4 Hours	4 Hours
October – December	Orientation, Ethics only	Orientation, Ethics

- 5) **Part-time: Are court personnel with a regular part-time schedule each week subject to prorated COJET hours?** Yes. Per the [Administrative Order 2011-38](#), prorated hours for part-time employees took effect January 1, 2012. See [ACJA §1-302 H.2](#).

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Employee Hours Worked Per Week	Minimum COJET Hours Required (ACJA § 1-302 H.4.) Includes Ethics, court/network security
30-39 hours	12
20-29 hours	8
Less than 20 hours	4

- 6) **Judicial Conference: Who must attend the Judicial Conference?** All full-time judicial officers and full time pro tem judges. Judicial officers who attend the entire judicial conference are considered COJET compliant, including ethics, in 2015. Judicial officers who, by excused absence, partially attend the conference are required to complete the difference between the hours received and the minimum 16 hour requirement. Staff who serve as civil traffic hearing officers are not required to attend the judicial conference.
- 7) **Non-Facilitated Learning: What is the maximum number of COJET hours one can obtain via non-facilitated training, this calendar year?** Per [Administrative Order 2013-08](#), the 8 hour limit is increased to 10 hours during calendar year 2015.
- 8) **Orientation: What should be included in an orientation for administrators, clerks, probation and court personnel?** An explanation of the individual's specific job duties, a familiarization with court structure and procedures and an overview of the six Core Curricula areas outline in [ACJA §1-302 J. 2](#). Orientation must be completed within 90 days of assuming duties.
- 9) **Do I report employees who have left the court/department prior to December 31, 2015?** No.
- 10) **Pro tem Orientation: Who is required to report compliance of new limited jurisdiction part-time/on-call judges pro tempore and who retains the records?** The designated County Training Coordinator is responsible to track and report all new LJ pro tems in the county, collect, and forward orientation training records to the Superior Court presiding judge for approval. (Please keep a copy on file and ensure the pro tem keeps a copy as well.) The pro tem must complete an [Affidavit of Compliance form](#) following completion of all mandatory computer-based training (CBTs), and forward to the coordinator. The local training coordinator will assist the county coordinator by notifying the county coordinator within 30 days of appointment, distributing training CD's and collecting /forwarding affidavit to the county coordinator.
- 11) **Exemptions from Compliance: How does an employee receive an exemption from compliance, when unable to complete required training due to a temporary circumstance?** The employee must demonstrate a good faith effort to complete required hours. Either the employee or the training coordinator requests an exemption from compliance with the respective county superior court presiding judge, chief judge or authorized designee, via a letter. Approval for exemptions remains the judgment of the appropriate presiding or chief judge (or designee) and is considered on a case-by-case basis.

Active employees in safety sensitive positions who hold a temporary medical waiver excusing them temporarily from attendance at a defensive tactics training, and who are requesting an exemption from compliance from their county superior court presiding judge (or designee), must have completed all other required training in order to qualify. Training coordinators are encouraged to provide the following information within the letter or request:

- Employee Name
- Court/Department
- Position
- Reason for request
- Requirement(s) not met
- Duration on Leave
- Number of COJET hours obtained
- Accompanying documentation

12) What Criteria is used to accredit a program for COJET credit?

- Program is job-related or relates to the justice system.
- Program constitutes an organized program of learning with significant intellectual or practical content.
- Program is meant to improve job-related professional competencies and skills.
- Program is at least 30 minutes in length.
- Participants in live trainings are given opportunity to evaluate program effectiveness (ACJA §1-302, E.1.)
- Participants receive materials.
- Meetings and breaks are not accredited.
- Program sponsor forwards attendance records and relevant program materials and evaluations to training coordinator.
- Evaluations, sign-in sheets and program materials are kept for 5 years.