

2014 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 records and supporting materials (exemption requests, accreditation requests) must be submitted to the training coordinator no later than **Wednesday, December 31**, including ethics, and core curriculum for non-judge employees. (Maricopa deadline is Monday, December 15.)
2. **TEMPORARY & ON-CALL EMPLOYEES:** All full and part-time personnel who have worked through December 31, 2014 should 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.
3. **MINIMUM COJET REQUIREMENTS FOR ALL JUDICIAL EMPLOYEES IN CY 2014:**
 - o Minimum 16 hours continuing education, including ethics
 - o A class in this year's core curriculum – *Public service, effective communication and customer service (Non-judge staff only)*
4. **NON-FACILITATED TRAINING INCREASE:** Per [Administrative Order 2013-08](#), the limit of 8 credit hours for non-facilitated learning programs that may be used to meet the annual continuing judicial education requirement as described in ACJA § 1-302 is increased to **10 credit hours** for calendar year 2014. All other policies, standards, and approval mechanisms described in § 1-302 remain in force.
5. Begin compiling your court's/department's CY 2014 training records.
6. Provide employees access to their completed COJET training hours, to verify compliance status.
7. Identify employees who are still "out of compliance" and notify employee/their supervisor.

8. Assess the need to offer additional training; consider non-facilitated training options.
9. Compile accreditation materials (sign-in sheets, agenda, evaluations, other materials).
10. **Exemption Requests:** Identify 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, by December 31. (December 15 for Maricopa). To qualify, an employee shall demonstrate a “good faith effort” to attend training prior to their request, per [ACJA §1-302 \(F\)](#).

Requests for exemptions 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
- Accompanying documentation, as necessary

11. **DEFENSIVE TACTICS TEMPORARY MEDICAL WAIVERS:** Identify which officers are receiving a medical waiver for Defensive Tactics in CY 2014. Confirm they have completed all other required training to be considered eligible for an “exemption from compliance” from their county Superior Court PJ by December 31. (December 15 for Maricopa).

Temporary medical waivers must be on file with the probation department for individuals requesting a written exemption from compliance for a defensive tactics training this year, due to medical reasons. An exemption must be requested each year, per employee and approved by the county Superior Court presiding judge or authorized designee, for ongoing medical conditions. (Please do **not** forward temporary medical waivers to the Education Services Division.)

12. **NEW PRO TEM JUDGES:** The designated **County Training Coordinator** should identify and contact their county’s new limited jurisdiction pro tem judge(s) to ensure mandatory orientation training has been completed, prior to serving on the Bench. 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 training. The designated **County Training Coordinator** will report compliance of new pro tem judges on the annual COJET reporting form. Please keep a copy of the affidavit, and submit the form and supporting certificates to the county presiding judge, **by December 31**. (The **pro tem should also keep copies** of all supporting material for verification.)
13. It is recommended to retain all training, accreditation and compliance reporting records for up to 5 years.
14. If you plan to hand over training responsibilities to a new TC, please secure all records and organize training materials for your replacement.

HOW TO ACCESS THE COJET REPORTING FORM:

The Education Services Division (ESD) will post the **2014 COJET compliance reporting form(s)** on the ESD website on **Friday, December 5, 2014**. **(Please only use the 2014 form!)**

REPORTING PROCESS:

INDIVIDUAL COJET REPORTS: Local Training Coordinators will complete and submit the 2014 COJET Compliance Report to the Education Services Division by **Friday, January 30, 2015**. **Please retain a copy of your report and all supporting records.** Avoid last minute complications and delays, submit your report early!

The following information will be requested on the COJET reporting form:

1. **Number of employees compliant**
2. **Number non-compliant:**
 - Employee name, court/department, position, reason for non-compliance, and COJET hours completed (including ethics).
3. **Number exempt from compliance:**
 - Employee name, court/department, position, reason exemption granted, duration of leave, COJET hours completed (including ethics).
4. **Defensive Tactics:** Number awaiting, number who attended, number who did not attend.
5. **Part-time/On-call Pro Tem reporting:** Number appointed in 2014, compliant (*County Coordinator reports only*)
6. **Approval Signature**

DUE DATES:

The Education Services Division will compile individual compliance reports into county-wide reports and e-mail a compiled county report to each **designated County Training Coordinator** by **Friday, February 13, 2015**.

COUNTY REPORTS DUE: Designated County Training Coordinators **must** review the county-wide compliance report for accuracy, notify the Education Services Division 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 Education Services, **no later than Friday, February 20, 2015**.

The Education Services Division will complete and submit a statewide report to the Chief Justice by **Friday, February 27, 2015**. (ACJA §1-302)

Happy Holidays!