



ARIZONA COURT EXECUTIVE (ACE) PROGRAM APPLICATION



Name:	Phone:
Court/Organization:	
Job Title:	
Address, City, Zip:	
E-mail:	
Supervisor:	Phone or Email:
Length of service in any court/probation department: (Starting date mm/yy): _____	Length of service in Arizona courts/probation (Starting date mm/yy): _____
<p>As a part of my expected leadership responsibilities, I... (check all that apply):</p> <p><input type="checkbox"/> Supervise staff (indicate number of direct reports): _____</p> <p><input type="checkbox"/> Manage supervisors (indicate number of supervisor direct reports): _____</p> <p><input type="checkbox"/> Manage projects or programs (please describe): _____</p> <p><input type="checkbox"/> Conduct planning for _____</p>	
<p>I have completed the following training that prepares me for these classes: (check all that apply):</p> <p><input type="checkbox"/> AOC-sponsored ICM Certified Court Manager Year completed: _____ or Expected completion date: _____</p> <p><input type="checkbox"/> Non-AOC-sponsored ICM Certified Court Manager, certificate copy attached.</p> <p><input type="checkbox"/> ICM Fellow Year completed: _____</p> <p><input type="checkbox"/> Degrees earned, list: _____</p> <p><input type="checkbox"/> Other management training programs, list: _____</p>	
<p>Criteria for Admission:</p> <ul style="list-style-type: none"> • 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 AZ Certified Court Manager program, or has a degree in management, court administration or equivalent. <p>OR</p> <ul style="list-style-type: none"> • 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)
- Operations Management (2.5 days)
- Educational Development (1.5 days)
- Visioning and Strategic Planning (2.5 days)
- Public Relations (1.5 days)
- Executive Decision Making (2.5 days)
- Modern Court Governance (2.5 days)

**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.*

• AZ Plus – Executive Capstone :

- Balancing Judicial Independence and Interdependencies
- Facilities Management
- Security & Continuity of Operations (COOP)

***NOTE:** Participants who wish to obtain the ICM Certified Court Executive (CCE) certificate will be charged a \$100 per class fee payable to the National Center for State Courts (NCSC). **Initial here if you will be obtaining your CCE: _____**

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

I **approve funding** and the employee's participation in the ACE Program.

(Division Director / Probation Chief or Presiding Judge / Chief Judge)

Name (print)

Signature

Date

Applications without all signatures will be returned.

**ACE participants are required to notify the Leadership Institute office edreg@courts.az.gov of any address change as soon as possible, to ensure program records are accurate.

All agency (Court, Probation or Detention) changes will require participant to complete a new application with signature approval from the local authority.

Return this application to:

edreg@courts.az.gov

or mail to:

**Arizona Supreme Court AOC, ESD Attn: Leadership Institute
1501 West Washington Phoenix, AZ 85007-3232**

Questions?

Contact:

**edreg@courts.az.gov
or call: (602) 452-3027**

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