

EMPLOYEE REQUEST FOR COJET CREDIT FACILITATED LEARNING

Please Read Before Completing Form:

Complete this form, if: you are requesting COJET credit for attending a face-to-face (facilitated) training which has not been accredited by COJET, the local training coordinator (TC), the Education Services Division (ESD) of the Arizona Supreme Court, or an accredited sponsor).

To Qualify for COJET Credit:

- **Training must be job related** or relate to the justice system, improve job skills, constitute an organized program of learning, with stated educational outcomes (ACJA 1-302 E1)
- **Program must be at least 30 minutes in length or consist of related segments totaling at least 30 minutes of instruction.**
 - (Take total hours attended; subtract time spent for breaks, non-substantive speeches, meals and business meetings). In most instances, 60 minutes of education equals one credit hour.) (ACJA 1-302 E1)
- **Non court programs** must be approved by the supervisor and the local training coordinator. (ACJA §1-302, E. 3.)
- **Required Documentation:** (to be attached): All requests for COJET accreditation must have proof of attendance in the form of an **agenda/outline or course syllabus, duration, and other supporting material**. Handouts, evaluation and other written material may also be requested by the local training coordinator. (ACJA §1-302, E. 2.b.)
- **Credit for College Accredited Courses:** Individuals may receive up to 8 credit hours per calendar year for attending a college course. (ACJA 1-302 7)
 - May request accreditation through a written request to their local TC or the ESD, accompanied by an agenda, outline, course syllabus, and other supporting materials.
 - Courses relevant to court duties may be accredited at a rate of 2 credit hours for each college credit hour earned.
 - Courses directly relevant to specific job duties may be accredited for each hour of classroom attendance.
 - Provide the course grade to your local training coordinator following completion.
- **Conference Credit:** List individual sessions which meet ethics and computer/network security requirements.

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Name: _____ Phone: _____
 Position: _____ Court / Dept: _____

Course Title: _____	Training Date: _____
Location (City/State): _____	
Training Provider: _____	
Training Offered: (Check one) _____ Internally _____ Externally	

Type of Live Instruction:	Content Area:
Check all that apply: _____ Credit Hours: _____	Check main content areas: _____
<input type="checkbox"/> Broadcast/Webcast _____ <input type="checkbox"/> College Accredited Course* _____ <input type="checkbox"/> Webinar _____ <input type="checkbox"/> Conference** _____	<input type="checkbox"/> Ethics _____ <input type="checkbox"/> Computer/Network Security _____
(* See page 2; ** See page 3)	

CERTIFICATION OF COMPLETION

I am submitting this form for COJET credit and understand that I must also provide an agenda, outline or other supporting materials, as requested by my local training coordinator. Unless pre-accredited, all training is subject to approval by the local Training Coordinator.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Approved	Disapproved	Credit Hours	Training Coordinator Signature	Date
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College Accredited Course*: (Answer the following:)

Provide a description of the course considered for COJET accreditation and state how it relates to your job. (Attach a syllabus and the class grade to the form.)

List the course learning objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

Explain how you will apply the information learned, to your job:

Conference Class Listing - Individual Session(s):**

- List individual session title(s) being submitted for required Ethics or Computer/Network Security.
- Enter the number of hours attended for each session listed below, in the appropriate column.

Sessions:		COJET Hours Earned		
		Security Hours	Ethics Hours	Other
Individual Title(s):				
1)				
2)				
3)				
4)				

