

EMPLOYEE REQUEST FOR COJET CREDIT NON-FACILITATED LEARNING

(Book/Written Article/Audio/Video)

Per [ACJA 1-302, E.5.](#), a **non-facilitated learning program** is an individual study program conducted without the aid of an instructor, facilitator or active co-participants. Individuals may receive up to Ten (10) credit hours in a calendar year (CY) for any combination of NFL programs.

This “**Non-facilitated Learning” (NFL) Individual Request for Credit**” form can be used to request COJET credit for the following:

- Writing an Article (or other materials beyond the normal scope of the job position)
- Video and Audio programs
- Reading and Evaluating a Book/Pamphlet, (not exceeding 1/2 credit hour per 30 pages)

In accordance with [ACJA §1-302 E.5.](#) Program accreditation, the following criteria must be met to receive COJET credit for Non-facilitated Learning Programs (NFL):

- **Training must be job-related**, court-related or in support of a job function you might be assigned to back-up; an organized program of learning with stated educational outcomes.
- **Be at least 30 minutes in length (or consist of related segments totaling at least 30 minutes of instruction)**
- **Employee should receive prior approval** by the supervisor and local training.
- **Retain a copy, and submit the form** to the local training coordinator, within 30 days

REMINDER

If NFL programs are to be completed at times other than the employee’s regular work schedule, the non-exempt employee should ensure the supervisor approves and is aware of the time spent completing the class, to ensure appropriate compensation.

EMPLOYEE REQUEST FOR COJET CREDIT NON-FACILITATED LEARNING

(Book/Written Article/Audio/Video)

Supervisor and Training Coordinator Approval Required Prior to Participation

Name: _____ Court/Dept: _____

Position: _____ Phone: _____

Training/Title: _____ Author/Vendor: _____

Court Dept /Office _____ Date _____

Visited: _____ Visited: _____

Check appropriate box and
timeframe:

Video/DVD _____ Hrs/Min Audio _____ Hrs/Min Writing _____ Pages
an Article*

Book _____ Pages Other _____ |

List your learning objectives for this experience:

1.

2.

3.

4.

5.

List five key points/observations made in this learning experience:

1.

2.

3.

4.

5.

See page 4 - *

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

Would you recommend this learning experience to other employees? Why?

Check main content area(s) of learning:
<input type="checkbox"/> Ethics
<input type="checkbox"/> Computer/Network Security: _____

CERTIFICATION OF COMPLETION	
All full time Judges and court personnel shall complete at least 16 credit hours of Judicial Education including ethics, computer/network security.	
I certify completion of the non-facilitated learning program as described above in accordance with the ACJA §1-302, E. 5. I have received <u>prior</u> approval by my <u>supervisor and training coordinator</u> .	
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

Approved	Disapproved	Credit Hours	Training Coordinator Signature	Date
----------	-------------	--------------	--------------------------------	------

Written Article or Materials*: (Complete this section)

Target Audience/Reader: _____

Provide the number of hours spent researching/writing first draft during current CY. _____ Hrs

Describe purpose or use of article or writing. _____

Were materials written in current calendar year? _____ Yes/No

Number of COJET credit hours requested: _____ Hours

Attach a copy of the writings being considered for COJET credit.

I certify the attached written materials were not written within the scope of my position and that time spent researching and drafting these is an accurate estimation.

Signature

Date