



ARIZONA COURT SUPERVISOR (ACS) PROGRAM APPLICATION



Name: _____ Phone: _____

Court/Organization: _____

Job Title: _____

Address/City/Zip: _____

E-mail: _____

Supervisor: _____ Phone: _____

E-mail: _____

Total length of service in any court/probation department: _____ **Length of service in Arizona courts/probation:** _____

Year began _____

Year began _____

As a part of my expected leadership responsibilities, I (check all that apply):

Supervise staff (number of direct reports: _____)

Serve as project lead: _____

Other: _____

This application is for the Arizona Court Supervisor (ACS) certificate which includes completion of the following courses:

• **Webinars:**

- Transition to Role of Supervisor (1.5 hours)
- Supervisory Ethics (1.5 hours)

• **17 Computer-based, self-paced courses: (18 – 25 hours)**

Supervisor Essential Skills:

- Business Coaching
- Problem Solving & Decision Making
- Conflict Resolution
- Effective Communication & Meetings
- Teambuilding
- Employee Motivation
- Employee Relations/Communication
- Setting Priorities
- Change Management

Core Functions:

- Purposes & Responsibilities of Courts
- Visioning & Strategic Planning
- Legal Information vs Legal Advice
- Security & Emergency Preparedness

• **Face-to-Face Classroom Instruction:**

- Human Resources Management (1 day)
- Supervisor's Role in Caseflow Management (1 day)

OR

Probation Endorsement (for Probation and Detention Personnel):

- Human Resources Management (1 day)
- Probation Essential Components – (1.5 days)

• **AZ Plus Supervisor Capstone (1.5 days) / Graduation Ceremony:**

- Leadership, Role of Courts, Public Education and Media, Records Management, Workflow Processes & Environment, Accountability and Policy & Organization

Computer Access Requirements:

Participation in the ACS program requires an Internet-connected workstation equipped with a headset or speakers and a microphone.

Upon acceptance into the ACS program, the AOC will issue each participant user login credentials to access online courses for one year. There is no cost to the user or their court for accessing online classes. However, we ask users not to share their user login credentials with others to comply with the licensing terms of the online course vendor.

I am committed to completing the full ACS Program, by successfully completing all required courses.		
_____	_____	_____
Participant Name (print)	Participant Signature of Commitment	Date
I support my employee's full participation in the ACS 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 the time and funding (i.e. travel expenses) for this court/probation employee to attend and complete the ACS Program.		
_____	_____	_____
Court/Probation Department Head (print)	Court/Probation Department Head Signature	Date
<i>Applications will not be processed without <u>all</u> signatures.</i>		

Completed applications can be submitted by any one of the following methods:

Mail to:

**Arizona Supreme Court
Administrative Office of the Courts
Attn: JEC - Leadership Institute
1501 West Washington
Phoenix, AZ 85007-3232**

OR

OR

Email to: edreg@courts.az.gov

Fax to: 602-452-3004; ATTN: Leadership Institute

Questions?

Contact:

edreg@courts.az.gov or call: (602) 452-3014