

Continuing Judicial Education (CJE) Accreditation Application

Please be advised that at its April 13, 2007 meeting, the Florida Court Education Council (FCEC) voted to eliminate individual requests by judges for non-conference sponsored programs to be reviewed for CJE credit. Effective January 1, 2008, the program sponsor must complete an application for accreditation and submit the required information to the Court Education Division for a course to be reviewed for CJE credit. The CJE Accreditation Application can be found below.

Judges may still receive CJE credit for eligible non-conference sponsored programs if they have not already accrued the thirty-hour CJE requirement for a reporting period; however, the course must have been submitted for review by the program sponsor.

Based upon the information furnished, the Division, in consultation with the Florida Court Education Council (FCEC), will make a determination of whether the program satisfies the CJE credit criteria within a reasonable time and will promptly convey that decision to the course sponsor. **To receive CJE credit, the education activity must substantially meet the enumerated criteria for program preparation and presentation and at least one of the enumerated criteria for program content and purpose.**

The Criteria

As to program preparation and presentation, the education activity:

- Preferably, uses adult education methods, including
 - Needs assessment(s),
 - Learning objectives,
 - Learning activities,
 - Learning environment, and
 - Evaluations.
- Is at least thirty minutes in length.
- Uses qualified individual(s) to prepare program materials.
- Has as its primary objective to increase a participant's professional competence and skills.
- Uses qualified faculty or presenters whose credentials may be independently verified.

As to program content and purpose, the program has significant intellectual and/or practical content, and, either:

- Contributes directly to the judge attendee's professional competence;
- Contributes directly to the judge attendee's knowledge or understanding of ethical obligations of attorneys or judges;
- Is germane to the judge attendee's jurisdiction;
- Is designed to improve the administration of justice;
- Promotes effective court practices and procedures;
- Strengthens public trust and confidence in the judicial branch;
- Assists the judge attendee in acquiring the knowledge and skills to perform judicial duties correctly and efficiently;
- Promotes professional growth; or
- Promotes fairness, integrity, and impartiality in the court system by eliminating bias and prejudice.

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Court Education Division of the Office of the State Courts Administrator
500 South Duval Street, Tallahassee, Florida 32399-1900
Phone: (850) 922-5086 ♦ Fax (850) 922-9185 ♦ email: CJE-Mail@flcourts.org

Sponsoring Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Title of Course: _____

Date(s) of Course: _____

Location(s) of Course: _____

Has course been taught before: Yes No If yes, date: _____

If yes, location: _____

Target Audience: _____

Number of CJE hours requested: _____

REQUIRED ATTACHMENTS

Please submit a copy of the completed application and supporting materials to the address above. Please refer to the criteria on the preceding page. Please check each item on the list below to verify that it is enclosed:

- | | |
|--|--|
| <input type="checkbox"/> timed and detailed agenda of course | <input type="checkbox"/> list of faculty with biographies |
| <input type="checkbox"/> program description | <input type="checkbox"/> evaluation form |
| <input type="checkbox"/> learning objectives | <input type="checkbox"/> description of delivery method |
| <input type="checkbox"/> learning activities | <input type="checkbox"/> description of how needs assessment was conducted |

For Office Use Only							
Received		Reviewed		Approved		Denied	
CJE		Ethics		DV		Mailed	
Comments:							