



APPLICATION FOR COURSE ACCREDITATION
Clerk of Superior Court Training Program

COJET Continuing Education means training education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability the perform job functions.

Date of request: _____ **Date of course:** _____

Employee (requestor) Name: _____ **I will attend:** **I will be the instructor:**

Name of Presenter (Faculty): _____ **Agency:** _____

Title of Presentation: _____

Type of Training: Class/College Course Conference/Workshop Other: _____

Course Delivery: Live (in-person/virtual) non-facilitated (i.e., video/computer based)
If in-person, where did the training take place? _____

Actual Instruction Time (excluding breaks, meals, etc.) _____

Course Objectives: Describe the purpose of the class and what the participants will know or be able to do because of the class.

ACCREDITATION REQUIREMENTS	YES	NO
Is the training related to learning minimum requirements of your current position (i.e., new hire training checklist)?		
Does this course contain "significant intellectual or practical content?"		
Describe how this content relates to your current role.		
Does this course improve, build, or enhance job-related competencies and/or skills?		
Describe how		



APPLICATION FOR COURSE ACCREDITATION

Clerk of Superior Court Training Program

ACCREDITATION REQUIREMENTS CONT	YES	NO
Does this course foster court-related competency* growth?		
Describe how		
The program is at least 30 minutes?		
Materials (manuals, study guides, flowcharts) were provided for reference?		
I was provided an opportunity to evaluate the content of the course?		

*Competency growth: Competency development refers to a combination of knowledge, skills, and attitudes to develop a particular workplace behavior or improve performance. It entails expanding and honing a person's skills and expertise.

Prior to submitting for COJET accreditation, please ensure you have attached all of the following (ALL are required):	Attached
A certificate or transcript proving the requestor completed the training in question	
A syllabus or class description that goes into detail concerning what was taught in the class	
A schedule from the training facility that states the actual dates and hours of training involved, minus breaks or meal	
An example of any materials used (copies from the handouts, etc.)	

.....

COJET CREDIT: **Granted**

Declined

Requires Further detail

Number of Credit hours granted as an attendee _____ as an instructor _____

Training Coordinators Signature/Date _____



APPLICATION FOR COURSE ACCREDITATION
Clerk of Superior Court Training Program

FACULTY ACCREDITATION REQUIREMENTS	YES	NO
Are you facilitating this course for individuals inside COSC?		
If not, how will facilitating the content enhance your current position at COSC?		
Have you been trained on Adult Learning Principles? Or, have you received specific training to facilitate this program as part of a larger program?		
If so, when and by whom?		
Did you plan and prepare the educational program? If materials are provided for you, please respond "no".		
Is this the first time facilitating this course?		
How many times have you facilitated the course?		

Target Audience: Who should attend?

Length of Course, calculated from start to finish time (less breaks and meals): _____

Outline of Course - Attach a course outline that includes:

1. A chronological list of the planned activities and learning events.
2. The time allocated for each item listed.
3. The method of presentation for each item listed (lecture, video, role-play, etc.)

Course Materials:

Attach a copy of all materials prepared for this course.



COJET CREDIT: Granted

Declined

Requires Further detail

Number of Credit hours granted as an attendee _____ as an instructor _____

Training Coordinators Signature/Date _____