



Greetings **Clerk of the Superior Court!**

As the **2024 COJET** year embarks, the Organizational Development (OD) Team wanted to provide:

- A guide for 2024 COJET year requirements,
- Awareness on our LMS (Learning Management System) - HUB updates,
- News on Workday Learn computer-based (non-facilitated) learning options,
- Two Information Sessions covering all of this information!

So, we have a lot of **changes and updates to review with you!** There are 5 different PDF's attached, which include:

1. 2024 COJET Requirements PDF Overview
2. Access & navigate our **updated HUB** (Learning Management System)
3. Access and search for **Workday Learn courses** from the catalog of courses (also attached)
4. **Catalog of computer-based trainings** (non-facilitated) available in **Workday Learn**
5. List of courses qualifying for COJET from Workday Learn

For a more **in-depth level of learning about The HUB and Workday Learn**, we are pleased to announce **two informational sessions via Microsoft Teams** we are hosting and invite you to join:

- [Thursday, January 25, 2024 – 12:00 p.m. – 1:00 p.m.](#)
- [Thursday, February 8, 2024 – 12:15 p.m. – 1:15 p.m.](#)

Please note these are purely informational sessions and **not eligible** for COJET credit.

2024 COJET Guidelines:

The guidelines for 2024 COJET year requirements are explained below. Additional courses may be eligible for COJET credit but should be submitted for **COJET PRE- APPROVAL** before the course is taken to confirm it meets COJET requirements.

MANDATORY COURSES FOR ALL EMPLOYEES (Required hours decrease quarterly based on hire date):

Six Hours of Live Growth (facilitated) training.

Growth is defined as “improving job-related professional competencies and skills.” Learning essential functions of a position does not qualify.

Ten Hours of job-related nonfacilitated OR additional live growth (facilitated) training.

A Higher Calling: The Code of Conduct for Judicial Employees –

Employees must rotate taking [Part 1](#) and [Part 2](#) every other year.

COC Harassment Policy Curriculum (will be assigned to transcripts)

Clerk of Court Internal HR Policies acknowledgment Curriculum (will be assigned to transcripts)

Fingerprint Compliance Training ([CJS website](#))

One Computer Network Security Course (examples below):

[APPS447COC - Introduction to Computer Security: A How to Guide \(csod.com\)](#)

[CNS00006COC - Phishing: Don't Take the Bait \(csod.com\)](#)

[CNS00002COC - Introduction to the Integrated Court Information System \(iCIS\) \(csod.com\)](#)

[CNS00003COC - Electronic Ethics & Network Security for Court Employees \(csod.com\)](#)

[CIS00008COC - 2018 CYBER SECURITY UPDATE \(csod.com\)](#)

MANDATORY COURSES FOR NEW EMPLOYEES:

- **New Employee Online Curriculum** assigned to all new hires is due within 5 days of start. _

POSITION RELATED REQUIREMENTS (courses will be automatically assigned based on position):

- **Minimum Accounting Standards (MAS): Making it All Add Up for Staff** required annually for all staff who processes monies including checks, credit cards, and / or cash transactions. This course counts toward 10 non-facilitated hours. _
- **Minimum Accounting Standards (MAS): Making it All Add Up for Managers** required annually for supervisory personnel who handle monies, credit card transactions, or supervise those that handle monies and credit card transactions. This course counts toward 10 non-facilitated hours. _
- **Biohazardous Materials Handling** required annually for those potentially handling Biohazardous materials (i.e., Courtroom Clerks, Exhibits, Appeals, and Mailroom Staff). This course counts toward 10 non-facilitated hours. _

RECAP OF ANNUAL REQUIREMENTS:

Hire Date	Total Hours Required (unchanged)	Live, Growth (facilitated) Requirement	Non-Facilitated (or additional Live growth) Requirement	Good Faith requirements*	
				Live, growth (facilitated)	Non-facilitated or additional live
Current employees hired prior year	16 Hours	6 Hours	10 Hours	2 Hours per quarter	2.5 Hours per quarter
January – March	12 Hours	6 Hours	6 Hours	2 Hours per quarter	2 Hours per quarter
April – June	8 Hours	4 Hours (NEO)	4 Hours	4 Hours (NEO)	2 Hours per quarter
July – December	4 Hours	4 Hours (NEO)	Mandatory courses	4 Hours (NEO)	Mandatory courses

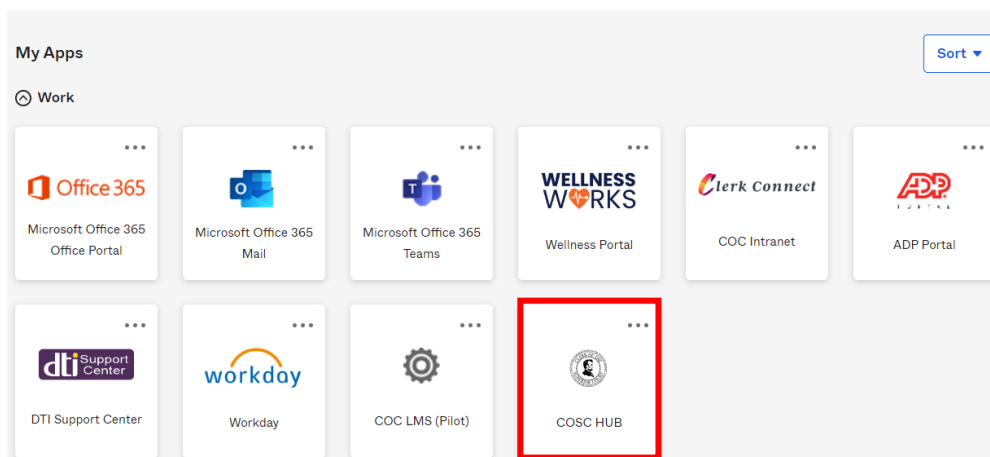
Different departments may have approved deadlines that differ from this chart. Please direct questions to your leader and follow guidelines as set by your leadership chain.

Additional Information:

- Can't attend a COSC training or want to seek alternate options for credit?
 - Please reach out to OD to request scheduling alternative options (i.e., lunchtime or shorter courses).
 - Submit (in advance) a request for external COJET credit course approval.
 - Leaders can develop their own skill building courses (some requirements apply, please work with OD in advance of creation).
 - Partner with OD to create Live or Computer Based Training (CBT) programs.

The HUB

The HUB is now available for SSO (single sign-on) access on your My Apps page in Okta. See below.



Some of the things you will find different in The HUB include your home page containing new and improved widgets for the following:

- **My Training**, which will link to your Learner Home page and will allow you to search for trainings, view your transcript, view suggested classes and the most popular trainings, and more!
- **Organizational Development**, which will link back to our Clerk Connect Training site for policy information and important training forms and documents.
- **Report Dashboard**, which will track your training progress and COJET hours.
- **Events Calendar**, where you can search for upcoming facilitated trainings using the calendar format and register directly for them.

[Attached in our Training Forms and Documents you will find an overview of The HUB](#) that will familiarize yourself with these new changes that we think will make for an overall better user experience!

[WORKDAY LEARN](#)

Maricopa County Learning and Development Team recently started a relationship with BizLibrary, which **added over a thousand computer-based training options** through Workday Learn. Computer-based training (CBT's) are online courses, non-facilitated, that full-fill a COJET learning requirement.

As stated, the job aid to access these courses through Workday Learn is attached. In addition, the catalog of classes, and the list of CBT's that qualify for COJET. As there are hundreds of options under 30 minutes, please remember the time length required to qualify for COJET (30 min). There are, however, package of courses making up over 30 minutes when organized into a topic group. Those packages together WOULD qualify for COJET, as they all total over 30minutes.

If you have any questions, please contact the [Organizational Development Department](#).